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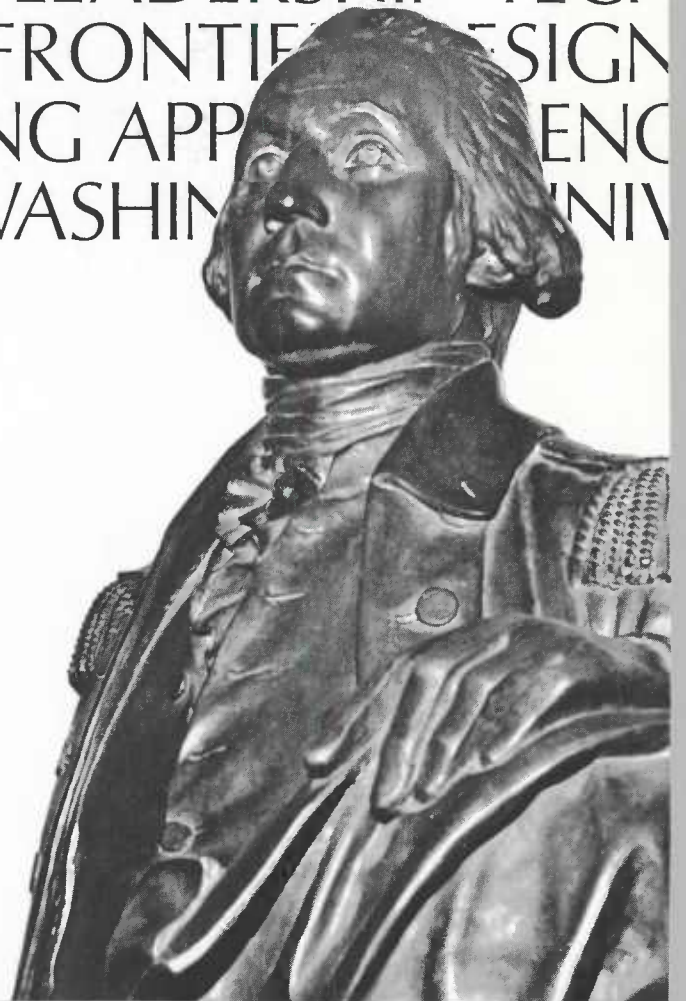
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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) <p>This paper sets forth the specific functions of individual billets within the Naval Air Training Command as currently documented. Each function has been assigned a unique alpha-numeric name for future reference purposes. The motivation is to provide a manageable fundamental basis for determining where and to what extent an ADP system can render direct support to the established tasks within the command.</p>		

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FUNCTIONS WITHIN THE NAVAL AIR TRAINING COMMAND

by

Dicky Wieland
W. L. Wilkinson

ATSS for CNATRA
GWU/IMSE/Serial T-484/84
15 February 1984

THE GEORGE WASHINGTON UNIVERSITY,
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1. Introduction

1.1 Purpose. This paper sets forth the specific functions of individual billets within the Naval Air Training Command (NATRACOM) as currently documented. Each function has been assigned a unique alpha-numeric name for future reference purposes. The motivation is to provide a manageable fundamental basis for determining where and to what extent an ADP system can render direct support to the established tasks within NATRACOM--a relatively stable organization. Any proposed ADP system and its initial functional expectations should have a clearly responsible relationship to one or more of these specific functions. If that is not the case, then there is the question of whether the proposed system is simply a self-serving one or, perhaps, just misguided. This is not to say that ADP cannot bring about highly desirable new capabilities in a mature application but that should come after the fundamental requirements have been satisfied and are running smoothly. Moreover, specific functions provide a sanitary basis for an analytic comparison of competing systems; even though it is clear that the organization manuals for the various echelons within NATRACOM were not written with ADP support particularly in mind.

1.2 Coding of Function Names. As a means of providing an abbreviated handle to each function, a system of name assignments was improvised. XXX-YY where:

X = Alpha character for the echelon

YY = Numeric characters for staff division or branch/operating department or division

ZZ = Numeric characters for sequential number.

For X = N: Chief of Naval Air Training (CNATRA) Staff

W: Training Air Wing (TRAWING)

A: Naval Air Station (NAS)

S: Training Squadron (TRARON)

C: Naval Aviation Schools Command (NAVAVSCOLSCOM).

1.3 Background. Reference [1] sets forth the functional expectations of three partially documented management information system (MISs) intended for the NATRACOM environment. The three systems are identified by the following titles.

NATIS: Naval Air Training Command Management Information System

ATSS: Aviation Training Support System (modified for NATRACOM)

VTXTS-TIS: VTX Training System Training Integration System (the VTX is a new jet trainer under development and designated the T-45)

Reference [1] makes a highly aggregated comparison of the three systems in terms of system architecture and functional performance requirements.

1.4 Foreground. A forthcoming paper will compare the same three systems as in Reference [1] in terms of the specific functions contained herein.

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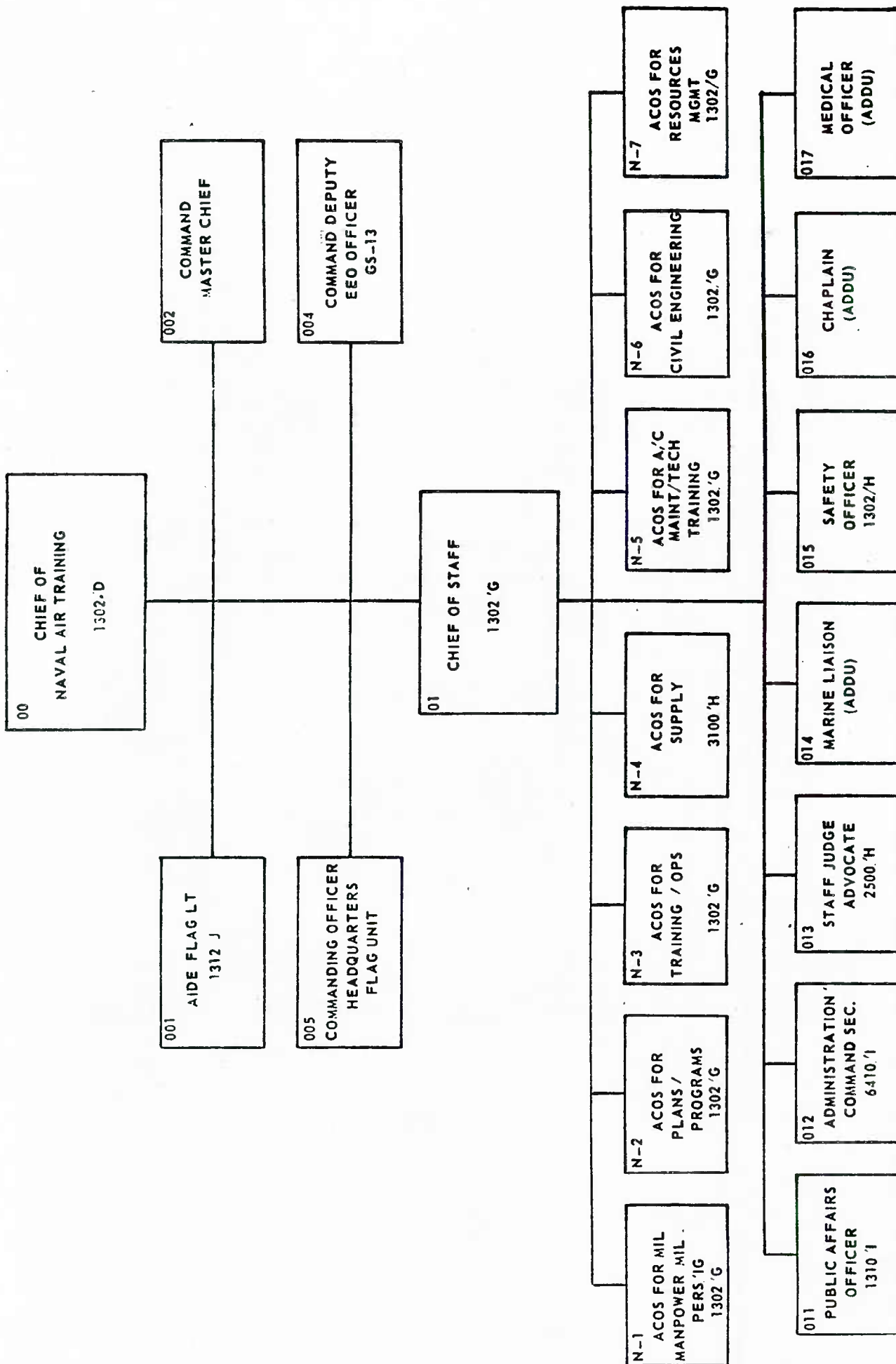


Figure 2.1

2. Chief of Naval Air Training Staff Functions

2.1 Command Responsibility and Staff Doctrine

2.1.1 Command Responsibility. The Chief of Naval Air Training is responsible to the Chief of Naval Education and Training for the exercise of military command of assigned units and to carry out the functions as set forth in CNETINST 5450.3B.

2.1.2 Mission. To provide undergraduate pilot training and undergraduate naval flight officer training for Navy, Marine Corps and Coast Guard Personnel and selected foreign nationals. Supervise and coordinate the functions of all naval aviation activities in the Naval Education and Training Command not specifically assigned to other functional commanders. Prosecute such other aviation training tasks as the Chief of Naval Education and Training may direct.

2.1.3 Staff Mission. The mission of the staff is to assist CNATRA in the discharge of his command functions. To this end, the staff will perform the following general tasks:

- a. Gather and evaluate detailed and accurate information on pertinent phases of the existing situation as it relates to the mission of the command;
- b. Prepare plans, schedules, directives and reports based upon such information or in compliance with directives received from higher authority;
- c. Translate the decisions of CNATRA into directives;
- d. Disseminate information and directives to subordinate commanders, and information and reports to higher authority, rapidly, accurately and completely;
- e. Supervise and evaluate the execution of CNATRA's directives by subordinate commands.

2.2 Individual Basic Function and Specific Tasks

2.2.1 Command, Chief of Staff and Staff Assistants

Function	CODE/TITLE
__Name__	TASKS

N00-1	<u>00/Chief of Naval Air Training</u> . The duties are those defined in the U.S. Navy Regulation, Chief of Naval Education and Training Regulations, current orders and similar directives.
-------	---

N01-1	<u>01/Chief of Staff and Aide</u> . The Chief of Staff assists and advises CNATRA in carrying out his duties. In case of the temporary incapacity or absence of CNATRA, he acts in his
-------	--

Function CODE/TITLE
 __Name__ TASKS

stead. He is responsible to CNATRA for ensuring that the organization, administration, training, readiness and operations of the command are carried out in conformance with the policies, plans and intentions of CNATRA. All officers of the staff are subject to his orders in all matters pertaining to staff duties. CNATRA normally transmits orders to the staff through the Chief of Staff.

N01-2 Keeps CNATRA informed and advises him on all matters affecting the command.

N01-3 Directs and coordinates the work of the Staff and is responsible for its efficient functioning.

N01-4 Supervises the preparation, promulgation and execution of orders and plans, and other directives, and ensures that they are prepared and executed in conformity with the policies and intentions of CNATRA.

N01-5 Coordinates the activities of the command.

N01-6 Acts as the Senior Aide to CNATRA.

001/Aide and Flag Lieutenant

N00-2 Acts as Personal Aide to CNATRA.

N00-3 Advises on matters of uniforms, honors, ceremonies and protocol as they may affect CNATRA and the Staff and prepares correspondence thereon.

N00-4 Administers personal and social matters assigned him by CNATRA.

N00-5 Maintains the CNATRA calendar of events and schedules all appointments as directed by CNATRA.

N00-6 Arranges transportation as required by CNATRA.

N00-7 Reports the movements of CNATRA in accordance with current directives.

N00-8 Acts as Flag Transportation Officer, and controls the use of vehicles assigned to CNATRA.

N00-9 Keeps the Chief of Staff and Staff Duty Officer informed of anticipated movements of CNATRA.

N00-10 Acts as Division Officer for enlisted personnel assigned in direct support of CNATRA.

Function CODE/TITLE
 __Name__ TASKS

002/Command Master Chief

NOO-11 Advises and assists CNATRA as the representative of the enlisted community in all matters of enlisted policy and morale.

NOO-12 Is a special assistant to the Chief of Staff for enlisted matters. As such, he will be responsible to the Chief of Staff for promoting the effectiveness of Command policy in the following areas.

NOO-13 Indoctrination/orientation

NOO-14 Communication/coordination at the enlisted level across departmental lines.

NOO-15 Training

NOO-16 Human Resource Management

NOO-17 Enlisted Qualification Program

NOO-18 Sponsor Program

NOO-19 Retention

NOO-20 Assumes responsibility for inspiring and developing responsible and effective leadership at all enlisted levels and ensure that enlisted members maintain the highest standards of conduct and general appearance.

NOO-21 Acts at all times to maintain and promote the effectiveness and efficiency of the chain of command.

NOO-22 When directed, will represent or accompany CNATRA to official functions, inspections, and conferences.

NOO-23 Participates as an active member in all weekly Assistant Chiefs of Staff meetings and conferences.

NOO-24 Participates in the reception and hosting of official enlisted visitors to CNATRA headquarters.

NOO-25 Upon invitation, will represent the command and the Navy by participating in community and civic functions.

NOO-26 Travels throughout the NATRACOM frequently, meeting informally with enlisted personnel at their work sites to exchange ideas and disseminate information which affects enlisted personnel.

NOO-27 Coordinates the Shore Sailor of the Year Program within the NATRACOM.

Function CODE/TITLE
Name TASKS

N00-28 Coordinates visits to NATRACOM of enlisted detailers from the Naval Military Personnel Command.

N00-29 Is a member of, or functions in close coordination with, the following:

a. Career Counseling Program

b. CNATRA Awards Board

c. Human Relations Council

d. CNATRA Shore Sailor of the Year Board

e. Other boards, councils and committees as directed by CNATRA.

004/Command Deputy Equal Employment Opportunity Officer

N00-30 Serves as principal advisor to CNATRA on matters concerning equal opportunity problems as they relate to, or impact on, the national goals of the EEO Program.

N00-31 Makes periodic visits to CNATRA units to provide counseling services for Equal Employment Officials, to disseminate the latest command guidance and to take note of developing problems.

N00-32 Develops and reviews commandwide EEO policy, plans, programs, including the Federal Women's Program, Hispanic Employment Program, employment of the physically and mentally handicapped, and upward mobility, to implement the policy in consonance with the Equal Employment Opportunity Commission, Office of Personnel Management, Department of the Navy and Chief of Naval Education and Training instructions.

N00-33 Participates in the development and/or review of all civilian personnel matters to overcome the under-representation of minorities and women. Recommends actions to eliminate barriers and those actions necessary to make the program more effective.

N00-34 Serves as CNATRA representative on civilian equal employment opportunity matters, including consultation with activity officials, personnel services, officers, other functional command EEO officials, national civil rights organizations and officials on the staff of the CNET Command DEEOO.

N00-35 Develops statistical information systems necessary to prepare briefings and reports required to determine trends in minority groups' distribution and progress in achieving national EEO goals. Develops internal and external

Function CODE/TITLE
 __Name__ TASKS

reporting systems and prepares consolidated reports on achievements.

N00-36 Reviews affirmative action plans of all field activities for approval.

N00-37 Maintains liaison with national minority group organizations, women's organizations, Command DEEOO of the Naval Education and Training Command and all DEEOO's of subordinate NATRACOM activities to provide guidance, disseminate information, and exchange ideas regarding all EEO matters.

N00-38 Participates as a member or advisor to the following boards when established: Promotion/rating/ranking panels, Position Management Board, Performance Rating Board, Training Committee, and others as requested.

N00-39 Acts as catalyst to merge Headquarters' resources required to develop, promote and implement the NATRACOM EEO Program and to work closely with such organizations as the Civilian Personnel Office, Plans and Programs Division, Management Services and Inspector General Division.

005/Commanding Officer, Headquarters Flag Unit

N00-40 Responsible for the administration, assignment, and discipline through special courts-martial authority of enlisted personnel attached to the CNATRA Headquarters Flag Unit.

N00-41 Administers transient personnel as directed by CNATRA, including personnel on temporary duty.

N00-42 Responds to and originates personnel reports and required correspondence.

011/Public Affairs Officer

N01-7 Acts as Assistant and Advisor to CNATRA and the Chief of Staff in public relations matters.

N01-8 Acts as an official spokesperson for CNATRA. Maintains direct liaison with news media representatives. Directs preparation of news items for release to media. Arranges press conferences and interviews as required. Seeks ways to publicize activities of the NATRACOM.

N01-9 Maintains the CNATRA command presentation.

N01-10 Serves as liaison officer between CNATRA and the public affairs sections of other government agencies.

Function __Name__	<u>CODE/TITLE</u> <u>TASKS</u>
NO1-11	Monitors public affairs programs of subordinate commands. Acts as inspector for public affairs during command inspections conducted by CNATRA.
NO1-12	Maintains pictorial and information files on all commands of NATRACOM.
NO1-13	Monitors visits, cruises and orientation tours by military and civilian dignitaries and guests, in coordination with the Staff Operations Officer. Initiates cruises and tours of CNATRA units by news media representatives. Seeks means of improving community and public relations by an active guest cruise program.
NO1-14	Maintains and directs an active community relations program.
NO1-15	Administers and coordinates the public affairs aspects of the aviation awards program.
NO1-16	Coordinates Blue Angel scheduling and other affairs as required.
NO1-17	Monitors and provides guidance regarding usage of Program IX funds (External PAO Funds) within the NATRACOM.
	<u>011A/Assistant Public Affairs Officer</u>
NO1-18	Assists the Public Affairs Officer in matters pertaining to news media. Initiates news releases for approval. Seeks ways to publicize activities of the NATRACOM.
NO1-19	Assists in planning, organizing and supervising special publicity events such as personal appearances and awards ceremonies.
NO1-20	Arranges tours and programs in connection with visits of distinguished visitors.
NO1-21	Coordinates and monitors authorized youth programs.
NO1-22	Assists as required in a NATRACOM program for individual person-to-person activities with foreign nationals undergoing training.
NO1-23	Assists the Public Affairs Officer in coordinating the scheduling and publicity program for the Blue Angels.
NO1-24	Maintains contact with media; collects, writes and edits official information of general interest for release to the media.
NO1-25	Maintains reference speech material and prepares speeches for the Chief of Naval Air Training and the Chief of Staff.

Function CODE/TITLE
 __Name__ TASKS

011B/Director, Naval Air Training Command Choir

This position is filled by the Choir Director, Naval Aviation Schools Command, Naval Air Station, Pensacola, Florida on an additional duty basis.

N01-26 As Director, trains, rehearses, and directs the Naval Air Training Command Choir. Ensures proper conduct and discipline of the Choir as representatives of the U. S. Navy and in keeping with the highest traditions of the Naval Service. Supervises expenditures for the outfitting and maintenance of the choir. Drafts notices detailing command responsibility for scheduled trips. Arranges and coordinates transportation required for Choir performances. Maintains a performance schedule and originates correspondence for Choir requests. Provides requesting activities with current press kits, information sheets, and questionnaire forms. Additionally, serves as Division Officer and coordinator of Aviation Officers Candidate Band and Naval Aviation Training Command Pageant of Flags.

012/Administration Officer/Command Secretary

N01-27 Advises and assists CNATRA on matters pertaining to administration of the Staff and the NATRACOM including administrative services, telecommunications, paperwork management, and area coordination review.

N01-28 Effects the handling of U.S. Mail within the Staff.

N01-29 Serves as Staff Security Manager.

N01-30 Serves as Top Secret Control Officer.

0121/Communications Officer

This position is filled by the Communications Officer, Naval Air Station, Corpus Christi, Texas on an additional duty basis.

N01-31 Initiates and supervises training and operating methods designed to improve the efficiency of the Staff communications.

N01-32 Through the Administration Officer, keeps the Chief of Staff informed as to the state of communications security within the Staff.

N01-33 Acts on matters involving accountability of registered publications.

N01-34 Serves as Alternate Top Secret Control Officer.

Function __Name__	CODE/TITLE TASKS
NO1-35	Assigns frequencies within allowances and maintains NATRACOM frequency assignment and communications plans. <u>0122/Assistant Administration Officer</u>
NO1-36	Responsible for the administrative services provided the Staff.
NO1-37	Provides duplicating and postal services as required.
NO1-38	Responsible for the Paperwork Management Program within CNATRA Staff and coordination of the Paperwork Management Program within NATRACOM.
NO1-39	Responsible for the receipt, processing, filing, marking and retirement of all correspondence to and originated at CNATRA Headquarters.
NO1-40	Responsible for mail and file service for all unclassified correspondence and directives, including a library of required administrative publications. Responsible for mail and file service for all classified matters within the Headquarters. <u>013/Staff Judge Advocate</u>
NO1-41	Performs primary duties in connection with legal matters, and in this capacity has direct access and is responsible to CNATRA and the Chief of Staff.
NO1-42	Reviews and takes action on or prepares review and proposed action for Chief of Staff or CNATRA, as appropriate, on all courts-martial received for review, pursuant to UCMJ, Articles 65(b) and (c).
NO1-43	Reviews for legal features of, and prepares command endorsement on, courts of inquiry, investigative reports, requests for transfer for cause, appeals from non-judicial punishment, recommendations for revocation of officers' commissions, requests for undesirable discharge and those administrative discharge cases requiring the advice of the officer exercising general courts-martial jurisdiction.
NO1-44	Conducts administrative inspection in the legal/discipline area of major commands and monitors reports of inspections conducted by other inspecting officers of remaining commands.
NO1-45	Prepares necessary convening orders for courts and boards.
NO1-46	Serves as Staff Voting Officer.

Function CODE/TITLE
 __Name__ TASKS

- N01-47 Has cognizance over all legal matters within the command except those which concern real property.
- N01-48 Provides counsel and legal advice to the CNATRA and members of the Staff and acts as a direct liaison officer with the Officer in Charge of the Naval Legal Service Office.

O14/Marine Liaison Officer

This billet is filled by the Commanding Officer, Marine Aviation Training Support Group (MATSG), Corpus Christi, Texas.

- N01-49 Acts in an advisory capacity to CNATRA concerning Marine Corps policies, directives and personnel matters affecting the NATRACOM.

- N01-50 Advises CNATRA on Marine Corps matters.

- N01-51 Advises the Commandant of the Marine Corps on NATRACOM matters.

- N01-52 Assists CNATRA as coordinator of purely Marine Corps activities of NATRACOM.

- N01-53 Ensures Marine Corps personnel are kept abreast of Marine Corps matters and CNATRA policies and procedures which affect Marine Corps Personnel.

- NOTE: These functions are also performed by the Commanding Officer, MATSG, Pensacola, Florida, but due to geographic separation, he is not a member of the CNATRA Staff.

O15/Safety Officer

- N01-54 Promotes and supervises the Safety Program within CNATRA including the primary areas of aviation and shore safety.

- N01-55 Reviews and endorses all aircraft accident reports.

- N01-56 Promulgates flight safety information and ensures that appropriate NATRACOM units are informed of the latest flight safety information on a timely basis.

- N01-57 Maintains aircraft accident records and statistics in order that primary accident trends and causes may be noted and appropriate action taken.

- N01-58 Administers the general accident and injury reporting systems, monitoring records and statistics for trends and other indications of required corrective action.

- N01-59 Administers squadron safety competitive programs and

Function CODE/TITLE
 __Name__ TASKS

recommends safety award winners.

N01-60 Conducts safety conferences, as appropriate, to review safety problems and disseminate management information to various echelons in the NATRACOM.

N01-61 Attends conferences and symposiums, as appropriate, to maintain a high level of knowledge concerning safety information developed by other agencies and groups.

N01-62 Monitors administration and effectiveness of the Safety Program in conjunction with the CNATRA inspection programs.

0151/Assistant Aviation Safety Officer

N01-63 Coordinates, with cognizant staff members, matters relating to maintenance and material safety.

N01-64 Reviews training programs, curricula, manning levels and coordinates with safety officers of squadrons/stations/wings to ensure elimination of hazardous practices, procedures or conditions.

N01-65 Maintains cognizance of matters concerning flight and SAR operations.

N01-66 Assists the Safety Officer in promotion and supervision of safety programs within the NATRACOM.

0152/Assistant Aviation Safety Officer

N01-67 Coordinates with cognizant staff members, in matters pertaining to operations, training and standardization.

N01-68 Reviews training programs, curricula, manning levels and coordinates with safety officers of squadrons/stations/wings to ensure elimination of hazardous practices, procedures or conditions.

N01-69 Assists the Safety Officer in promotion and supervision of safety programs within the NATRACOM.

0153/General Safety Manager

N01-70 Coordinates with cognizant staff members, in all matters pertaining to occupational safety and health, hazardous materials, motor vehicle, recreational safety and home safety, collectively referred to as General Safety.

N01-71 Develops and coordinates a comprehensive General Safety Program for the NATRACOM within the framework of applicable laws, regulations, and standards.

Function CODE/TITLE
 __Name__ TASKS

- NO1-72 Maintains liaison with the General Safety Managers of CNET, Wing Commanders and Station COs.
- NO1-73 Consolidates and analyzes NATRACOM accident trends and initiates program guidance.
- NO1-74 Periodically inspects and evaluates the General Safety Programs of NATRACOM activities and conducts a safety education program by promulgating safety precautions, training procedures and safety information.
- NO1-75 Serves as Chairman, CNATRA General Safety Council.
- NO1-76 Represents the NATRACOM in various federal, state and other civil safety associations, councils and safety conferences.

O16/Chaplain_(O16)

This billet is filled by the Senior Chaplain, Naval Air Station, Corpus Christi, Texas.

- NO1-77 Supports the mission of CNATRA by providing professional direction to him in religious matters and by the supervision of chaplains assigned to the NATRACOM.

O17/Medical Officer

This billet is filled by the CO, Navy Regional Medical Center, Corpus Christi, Texas.

- NO1-78 Directs, administers, and coordinates the aeromedical and physiology programs within the NATRACOM, keeping CNATRA advised on all medical matters of command interest.

O17A/Aerospace Physiologist

This billet is filled as directed by the CO, Navy Regional Medical Center, Corpus Christi, Texas.

- NO1-79 Assists the Medical Officer in the direction, administration, and coordination of physiology programs within the NATRACOM.

2.2.2 Manpower/Personnel/Inspector General

N1/Assistant Chief of Staff for Military Manpower/Military Personnel and Inspector General

- N10-1 Assist and advises CNATRA on matters pertaining to staff and NATRACOM military manpower resources and military personnel, inspection programs, area coordination, and organization.
- N10-2 Recommends changes in CNATRA personnel policies and ensures

Function CODE/TITLE
 ___Name___ TASKS

that policies established are in conformance with directives from higher authority.

- N10-3 Prepares recommendations for establishing or changing personnel policies requiring the action of higher authority.
- N10-4 Maintains active liaison with CNET, COMNAVMILPERSCOM, DCNO and other activities on personnel matters.
- N10-5 Maintains close liaison with other Staff divisions to ensure that personnel administration is in agreement with current and future CNATRA commitments and plans.
- N10-6 Maintains appropriate liaison with COMNAVMILPERSCOM to ensure effective officer manning of CNATRA Staff.
- N10-7 Directs the CNATRA Retention and Recruiting Programs.
- N10-8 Coordinates the intra-divisional activities of NATRACOM clubs/messes matters.
- N10-9 Supervises the Human Resources Management Programs in the NATRACOM.
- N10-10 Serves as the focal point for command Inspection matters. Plans, organizes and coordinates the CNATRA Command Inspection Program. Ensures that the Command Inspection Program is pursued in accordance with the concepts and procedures outlined by higher authority. Coordinates, with division heads/special staff assistants and subordinate commands, inspections under their technical/functional/command cognizance.
- N10-11 Serves as principal advisor to CNATRA, his staff and his subordinate commanders on matters related to Command Inspections.
- N10-12 Serves as Assistant Chief Inspector on all Command Inspections of immediate subordinates of the NATRACOM.
- N10-13 Coordinates action on matters related to Command Inspection, including inspection criteria, schedules and follow-up action.
- N10-14 Provides guidance to subordinates in the development of Command Inspection Programs.
- N10-15 Monitors reports of other inspections and audits within the NATRACOM and initiates related actions as appropriate.
- N10-16 Through the Command Inspection Program, ensures that proper attention is given to special interest items listed in OPNAV directives.

Function CODE/TITLE
 __Name__ TASKS

N10-17 Maintains liaison with the Naval Inspector General, the Inspector General, CNET and other offices in the community of Inspectors General.

10/Military Personnel and Manpower Control Officer

N10-18 Advises and assists N1 on all matters concerning military personnel, manpower requirements, and the SHORSTAMPS Program within the NATRACOM.

N10-19 Maintains close liaison with CNET and COMNAVMILPERSCOM to achieve optimum distribution of adequate military personnel and billet resources to meet current and future fiscal year training and support requirements.

N10-20 Maintains current and projected data on military personnel manpower assets within NATRACOM.

N10-21 Evaluates requests for changes to officer and enlisted allowances submitted by NATRACOM units.

N10-22 Issues instructions to NATRACOM units on reporting procedures and preparation of military strength and status reports.

N10-23 Issues instructions and prepares policy directives concerning administration of military personnel matters except for those connected with the Personnel Accounting Support System (PASS), and the preparation and submission of manpower change requests and related documents.

N10-24 Responds to and originates correspondence pertaining to personnel, manpower, SHORSTAMPS and related topics.

O101/Military Manning Control Officer (101)

N10-25 Advises and assists Code 10 on all matters pertaining to military personnel requirements and distribution.

N10-26 Monitors NATRACOM military personnel strengths with respect to authorized allowances and training requirements, reporting under or over manning problems which would have an adverse impact on flight training.

N10-27 Maintains close liaison with counterparts at CNET, COMNAVMILPERSCOM and Staff divisions to assist in accomplishing equitable and timely distribution of personnel assets.

N10-28 Maintains updated military personnel status reports and issues changes to reporting instructions as required.

Function __Name__	<u>CODE/TITLE</u> <u>TASKS</u>
N10-29	Responds to and originates correspondence related to military personnel and related topics.
N10-30	Maintains familiarity with the major functions of Code 10 and assumes the duties of that billet during his absence. <u>0102/Shore Requirements, Standards, and Manpower Planning System (SHORSTAMPS) Officer</u>
N10-31	Advises and assists Code 10 by supervising and coordinating the SHORSTAMPS Program for all NATRACOM activities.
N10-32	Monitors development of SHOROCs and SQMDs for activities being surveyed and ensures that these documents present an accurate portrayal of functions and tasks performed.
N10-33	Reviews measurement plans to ensure that task descriptions are clear and complete and that all potential workload factors have been covered.
N10-34	Provides on-site representation at the measurement surveys, maintains liaison with SHORSTAMPS Officers in OPNAV, COMNAVMILPERSCOM and CNET to stay abreast of frequent program changes.
N10-35	Responds to and originates correspondence pertaining to SHORSTAMPS matters.
N10-36	Serves collateral duty as Executive Officer, Headquarters Flag Unit, Code 005A. <u>11/Personnel Staffing Specialist</u>
N11-1	Advises and assists CNATRA on all matters pertaining to civilian personnel management which would impact upon or affect the NATRACOM civilian personnel community.
N11-2	Represents the CNATRA in matters of personnel management evaluation as part of the Inspector General Evaluation team.
N11-3	Provides advice and assistance on programs for recruiting and staffing and wage and position classifications.
N11-4	Provides advice and assistance on programs for Labor Relations, Employee Training and Development, and Employee Relations and Services. <u>13/Human Resource Management/Retention Officer</u>
N13-1	Responsible for all matters pertaining to CNATRA Staff and NATRACOM Human Resource Management (HRM), Leadership and Management Education and Training (LMET), Officer and Enlisted Career Counseling and Retention programs, staffing,

Function CODE/TITLE
 __Name__ TASKS

resources, reporting and effectiveness.

N13-2 Maintains liaison with and represents CNATRA with CNET, COMNAVMILPERSCOM, and OPNAV for program development management and standardization.

N13-3 Responsible for the preparation of CNATRA directives, correspondence, outgoing reports, the compilation review and dissemination of NATRACOM reports.

N13-4 Serves as division officer for assigned HRM and career counselor personnel.

131/Human Resource Management Specialist

N13-5 Advises and assists Code 13 in the development, evaluation and standardization of NATRACOM HRM programs.

N13-6 Responsible for monitoring NAVAVSCOLSCOM HRM Support Team activities, capabilities and effectiveness; preparation of CNATRA directives; evaluation of NATRACOM HRM reports and data; preparation of outgoing reports; and for CNATRA Staff HRM program compliance.

N13-7 Maintains liaison with NATRACOM, CNET, COMNAVMILPERSCOM, HRM Center and school personnel.

132/Enlisted Career Counseling and Retention Branch Head

N13-8 Advises and assists CNATRA in enlisted retention matters.

N13-9 Responsible to Code 13 for the career counseling of CNATRA staff personnel; the development and conduct of Career Information Schools; provides assistance to and evaluates NATRACOM retention and counseling programs; the evaluation and reporting of NATRACOM retention data; preparation of program directives and correspondence; and dissemination of career counseling and retention program information throughout NATRACOM.

N13-10 Supervises the activities of the NAVAVSCOLSCOM (CNATRA) Career Information Team.

N13-11 Maintains direct liaison with and represents CNATRA at NATRACOM units, CNET, COMNAVMILPERSCOM, and other agencies for retention matters.

14/Recreational Services Director

N14-1 Advises and assists N1 on all Morale, Welfare, Recreation (MWR) activities including all messes, consolidated package stores, BOQ billeting funds and recreation organizations.

Function ____Name____	CODE/TITLE TASKS
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N14-2	Maintains liaison with senior and subordinate commanders in connection with operation of MWR programs.
N14-3	Drafts CNATRA MWR policy and position statements on proposed Navy level policy.
N14-4	Monitors the financial operation of all MWR activities and conducts inspections of the funds of the activities.
N14-5	Manages major and minor facility construction programs for MWR activities with technical assistance from N6.
N14-6	Prepares correspondence and maintains necessary files on matters pertaining to MWR programs.
N14-7	Maintains cognizance of directives and policies established by higher authority regarding MWR matters and renders advice and policy interpretation as required to subordinate commands.
N14-8	Coordinates matters pertaining to MWR activities including policy, organization, staffing management, financial reviews, audits and program effectiveness.
N14-9	Supervises and serves as custodian of the Command Recreation Fund.
N14-10	Serves as director of Navy Regional Sports Program for the Texas region for COMNAVMILPERSCOM.
N14-11	Responsible for unaccompanied personnel housing management and policy at the CNATRA level.

2.2.3 Plans and Programs

N2/Assistant Chief of Staff for Plans and Programs

N20-1	Advises and assists CNATRA on all matters pertaining to plans and programs within the NATRACOM.
N20-2	Supervises the preparation and promulgation of plans and programs in support of higher authority.
N20-3	Be conversant with all aspects of flight training operations as well as with planning programming methods.
N20-4	Monitors plans of other commands to identify areas of impact on NATRACOM forces and assesses the adequacy of NATRACOM plans to accommodate resulting requirements.
N20-5	Maintains files and records of plans relating to NATRACOM, advising staff divisions of actions required.

Function CODE/TITLE
 ___Name___ TASKS

N2A/Assistant Plans and Programs

- N20-6 Assists N2 in all matters pertaining to his area of responsibility.
- N20-7 Effects intra- and inter-command liaison in order that comprehensive evaluations of the urgency and priority of planning projects may be forwarded.
- N20-8 Assembles and organizes requisite information and materials and makes appropriate recommendations regarding necessary action.
- N20-9 Acts as Project Manager for those projects assigned.
- N20-10 Responsible for Research and Development (RD) matters, including planning, budgeting and execution as these matters affect NATRACOM.

21/Plans Coordinator

- N21-1 Responsible for the assignment, scheduling and monitoring of all planning projects with N2.
- N21-2 Responsible for the determination of resources required to support the NATRACOM flight training programs, development of planning factors for resource requirements, statistical analysis of the training programs and coordination within the CNATRA staff of resource requirements.
- N21-3 Maintains cognizance of all action requirements imposed upon the division and ensures prompt compliance.
- N21-4 Assigns short and long-term projects to appropriate subordinates and maintains continuing surveillance of task progress in order that coordinated, timely meaningful reports are generated.
- N21-5 Monitors plan implementation in order that appropriate corrective action and/or plan reevaluation may be undertaken as necessary.
- N21-6 Ensures that pertinent statistical information is accumulated, sorted and filed in order that requisite background material is routinely available to division planners and that recurring reports are expeditiously prepared and forwarded.

211/Assistant Plans Coordinator

- N21-7 Assists Code 21 as required and directed.
- N21-8 Acts as Project Manager and assumes full planning,

Function CODE/TITLE
 __Name__ TASKS

organizing and reporting responsibility for assigned special projects.

212/Assistant Plans Coordinator

N21-9 Assists Code 21 as required and directed.

N21-10 Acts as Project Manager and assumes full planning, organizing and reporting responsibility for assigned special projects.

213/Assistant Plans Coordinator

N21-11 Assists Code 21 as required and directed.

N21-12 Acts as Project Manager and assumes full planning, organizing and reporting responsibility for assigned special projects.

214/Program Analyst

N21-13 Assists Code 21 as required and directed.

N21-14 Acts as Project Manager and assumes full planning, organizing and reporting responsibility for Naval Flight Officer requirements and other assigned special projects.

N21-15 Assists the Plans Coordinator in the development of planning factors for resource requirements and in the determination of resources required in support of the NATRACOM flight training program.

215/Statistical Assistant

N21-16 Responsible for the collection, review and filing of statistical data and records used to support the Plans Coordination Section in the preparation of plans, special reports, surveys or studies.

N21-17 Summarizes and records data, on a continuing basis, regarding student flow, attrition, flight hours, student availability, student/instructor utilization, time-to-train, on-board loads and such other data as may affect production and planning.

22/Synthetic Training Systems Development Officer

N22-1 Plans, organizes, coordinates and directs special projects as assigned by N2.

N22-2 Coordinates the development, evaluation, acceptance and utilization of synthetic training devices (simulators) used

Function CODE/TITLE
 __Name__ TASKS

in support of flight training within NATRACOM.

N22-3 Maintains cognizance of new devices planned or programmed for utilization in the future and remains current on state-of-the-art developments in both the military and commercial communities.

221/Assistant Synthetic Training Systems Development Officer

N22-4 Assists Code 22 as required and directed.

N22-5 Maintains cognizance of the development, evaluation and testing of the major training devices, and monitor the status of all major device procurement contracts; be cognizant of the training requirements applicable to the device and serve as a member of the fleet Project Team as required.

N22-6 Maintains familiarity with the processes associated with task analysis, development of training objectives, media selection, performance measurement and curriculum design and validation.

N22-7 Maintains cognizance of on-going simulation R&D and keep abreast of the current state-of-the-art via liaison with other agencies involved with aircraft simulation.

222/Assistant Synthetic Training Systems Development Officer

N22-8 Assists Code 22 as required and directed.

N22-9 Assumes planning, organizing and reporting responsibility for assigned special projects.

N22-10 Functions primarily as assistant for simulator development and evaluation.

N22-11 Serves as a member of the Fleet Project Team for development and acceptance of new devices.

N22-12 Monitors installation of new devices within NATRACOM and provides guidance and assistance to training air wings on matters pertaining to simulators as required.

N22-13 Establishes and maintains a suitable library of background and reference material pertaining to the devices.

223/Synthetic Training Systems Maintenance and Material Support Specialist

N22-14 Assists Code 22 as required and directed.

N22-15 Coordinates and serves as technical consultant on synthetic

Function CODE/TITLE
 __Name__ TASKS

training device (simulator) maintenance and material support efforts within NATRACOM.

N22-16 Establishes and maintains a suitable library of background reference material as well as correspondence and inspection reports relating to NATRACOM training device (simulator) interests.

23/Management Information Systems Officer

N23-1 Responsible for the definition, documentation, development and operation of an effective management information system within the NATRACOM.

N23-2 Formulates plans and estimates for the flight training divisions on matters pertaining to aviation training and program requirements.

N23-3 Supervises the preparation of student pipeline flow, program requirements and production schedules to meet current training objectives.

N23-4 Coordinates within the staff the execution of the budget and the approved flying hour program.

23A/Technical Director

N23-5 Ensures the design, development and operation of the command management information system is compatible with current information and training technology.

N23-6 Coordinates acquisition of all automatic data processing support for NATRACOM.

N23-7 Integrates the training management system with computer managed instructional processes.

N23-8 Specifies information processing support software and hardware.

N23-9 Supervises and directs the development, implementation and evaluation of all NATRACOM statistical reporting procedures on a continuing basis.

N23-10 Integrates the planning process system and statistical tracking system with the financial management system during development and operation.

N23-11 Ensures software and hardware integration of the CNATRA Management Information Systems, the Aviation Training Support System and the VTX Training Support System.

N23-12 Supervises the daily operations of the Management

Function CODE/TITLE
 __Name__ TASKS

Information Systems Office.

231/Management_Analyst

N23-13 Develops and operates a data collection system that encompasses the entire staff data base.

N23-14 Supervises the student records management portion of the resident data base.

N23-15 Interfaces with Naval Aerospace Medical Research Laboratory (NAMRL) regarding student performance data and all information requests concerning this data.

N23-16 Supervises a Statistical Assistant and Management Assistant (Typing).

2311/Statistical_Assistant

N23-17 Prepares elementary statistical analysis of training production.

N23-18 Develops data presentations for integration into the staff management information effort.

232/Management_Analyst

N23-19 Prepares the weekly and monthly analyses of accomplishments of training units.

N23-20 Prepares the student flow, programs requirements and production schedules to meet current training objectives.

N23-21 Coordinates the development of the budget for the execution of the flying hour program with staff divisions.

N23-22 Designs and develops and operates models of the NATRACOM production flow and costs.

2321/Statistical_Analyst

N23-23 Assists Code 232 in information gathering, preparation and analysis of NATRACOM production statistics.

N23-24 Prepares reports for local use and forwarding to higher authority.

2322/Program_Analyst

N23-25 Assists Code 232 in general analysis of the flight hour programs.

N23-26 Collects and monitors aircraft maintenance related data.

Function	<u>CODE/TITLE</u>
<u>__Name__</u>	<u>TASKS</u>

N23-27 Prepares material for special projects and reports.

233/Education Specialist

N23-28 Provides expertise in computer-managed instruction.

N23-29 Specifies the development of a curriculum appraisal model for NATRACOM.

234/ADP Programs Management Officer

N23-30 Responsible for Automatic Data Processing programs.

N23-31 Ensures user terminal training and program applicability as applies to the standard Navy systems controlled by the Naval Regional Data Automation Centers.

2.2.4 Training/Operations

N3/Assistant Chief of Staff for Training/Operations

N30-1 Advises and assists CNATRA on all matters pertaining to training and operations within the NATRACOM.

N30-2 Assures the proper preparation, approval, promulgation, and implementation of flight and academic training syllabi throughout the NATRACOM in accordance with approved plans.

N30-3 Advises CNATRA on all matters pertaining to the current training of student naval aviators, student naval flight officers and aviation officer candidates.

N30-4 Responsible for management of the flight hour program developed in coordination with N2.

N30-5 Responsible for operational planning and the conduct of operations within NATRACOM assigned areas.

N30-6 Maintains current knowledge of and ascertains conformance of facilities to training requirements, and assists in determining facilities criteria as required to fit training necessities.

N30-7 Assists in establishing operational requirements of facilities and ascertains their inclusion in planning and construction.

N30-8 Supervises and coordinates the activities of all sections of the Training/Operations Division.

N30-9 Acts as CNATRA qualifying authority to qualify flight personnel in the classification established in OPNAVINST

Function CODE/TITLE___Name___ TASKS

3710.7.

301/Instructional Systems Advisor

- N30-10 Acts as Special Assistant/Instructional Systems Advisor to N3 relative to all educational training matters affecting the NATRACOM instructional and research policies.
- N30-11 Offers technical aviation assistance in the application of instructional procedures.
- N30-12 Provides specialized technical and organizational knowledge in relation to aviation, integrates proposed needs and operational concepts with actual program requirements and reviews training material for actual experience application.
- N30-13 Assists in general administrative matters.
- N30-14 Maintains a continuous analysis of the training time for the different aviation pipelines and the factors which increase or diminish total training time.
- N30-15 Maintains a continuous analysis of student selection and attrition information.

302/Marine Corps Training Officer

- N30-16 Advises and assists N3 on all Marine Corps matters.
- N30-17 Monitors and maintains current records on Marine SNA and SNFO training rates.

303/USAF Liaison Officer

- N30-18 Advises N3 on matters pertaining to Air Force training procedures and methods.
- N30-19 Maintains close liaison with the Air Training Command by means of frequent visits to Air Training Command Headquarters, USAF.

NOTE: This is not an authorized billet and is filled by Code 312 on a collateral duty basis.

31/Aviation Training Officer (31)

- N31-1 Ensures all phases of training are conducted in accordance with established policies and that established standardized procedures are utilized.
- N31-2 Supervises the operation and activities of the Aviation Training Section.

Function CODE/TITLE
 __Name__ TASKS

N31-3 Coordinates with N2 in the development of flight training production schedules to meet current pilot/NFO training requirements established by higher authority.

N31-4 Supervises management of student flows and flight training accomplishments to ensure achievement of production goals.

N31-5 Assigns students to training programs within NATRACOM in accordance with approved plans, instructions and as directed by higher authority.

N31-6 Approves crossovers between training pipelines.

N31-7 Coordinates assignment of transition and refresher students to training air wings.

311/Naval Flight Officer (NFO) Training Officer

N31-8 Responsible for the management of all phases of SNFO Training.

N31-9 Coordinates NFO training standardization with Training Standardization/NATOPS Officer.

N31-10 Assists Code 31 in developing, publishing and implementing the NFO training requirements as established by higher authority. Such assistance to cover, but not be limited to, collection of data and initial projections of input and student flows.

N31-11 Monitors and reports to the Flight Training Officer student flows and flight training accomplishments to assure achievement of production goals.

N31-12 Assists in the assignment of students to advanced NFO training programs within NATRACOM in accordance with approved plans and instructions, making recommendations where necessary for possible modifications of such plans and instructions.

N31-13 Monitors NFO training programs as assigned, including the production and control of the Aviation Officer Candidate Program, Naval Aviation Officer Candidate Program, and the Environmental Indoctrination Program, all held at the Naval Aviation Schools Command.

3111/NFO Basic Phase Training Officer

N31-14 Responsible for the management and standardization functions of Basic NFO training.

N31-15 Ensures inter-phase training continuity.

Function CODE/TITLE
 __Name__ TASKS

N31-16 Shares responsibility with the Curriculum and Standardization/NATOPS Officers for curriculum management and instructional standardization.

N31-17 Coordinates instructional software requirements and reviews schedules with the Aviation Training Publications Officer.

3112/NFO_Advanced_Phase_Training_Officer

N31-18 Responsible for the management and standardization functions of Advanced NFO training.

N31-19 Ensures inter-phase training continuity.

N31-20 Shares responsibility with the Curriculum and Standardization/NATOPS Officers for curriculum management and instructional standardization.

N31-21 Coordinates instructional software requirements and reviews schedules with the Aviation Training Publications Officer.

312/Instructional_Support_Systems_Officer

N31-22 Responsible for implementing approved educational and instructional support systems, delivery methods and techniques.

N32-23 Provides interface with the training plans and programs division on training plans and systems development.

3121/Training_Specialist

N31-24 Coordinates media production efforts for instructional media programs.

N31-25 Interprets and implements policies, regulations and procedures for instructional media procurement, production and distribution.

N31-26 Coordinates the development and implementation of management plans for the placement of learning centers throughout NATRACOM.

N31-27 Provides expertise to Training Air Wings on audiovisual matters.

N31-28 Reviews and consolidates annual audiovisual reports and minor training device requirements from TRAWINGS for NATRACOM submission.

3122/Education_Specialist

N31-29 Evaluates curriculum outlines, master curriculum guides,

Function CODE/TITLE
 __Name__ TASKS

Peculiar to Aviation Training (PAT) publications for consistency and educational adequacy.

- N31-30 Serves as focal point for PAT publications originating within the NATRACOM. Assures that PAT publications are properly written, printed and distributed.
- N31-31 Coordinates review and update of publications and other instructional software with the phase and standardization officers.
- N31-32 Maintains Aviation Training Information Resources and Master Training Publication Libraries.
- N31-33 Serves as focal point for testing and measurement.
- N31-34 Reviews tests, test results, and assists NATRACOM activities in procedures for development of criterion and norm-referenced testing.
- N31-35 Coordinates identification of audiovisual requirements and coordinates interagency conferences on software development and production.
- N31-36 Serves as a member of the CNATRA inspection team for academic training and testing.

3123/Education Specialist

- N31-37 Evaluates curriculum outlines and course publications for consistency and educational adequacy.
- N31-38 Prepares behavioral objectives and criterion measurements.
- N31-39 Coordinates identification of audiovisual requirements and coordinates interagency conferences on software development and production.

3124/Education Specialist

- N31-40 Evaluates curriculum outlines and course publications for consistency and educational adequacy.
- N31-41 Prepares behavioral objectives and criterion measurements.
- N31-42 Coordinates identification of audiovisual requirements and coordinates interagency conferences on software development and production.

313/Curriculum Management Officer

- N31-43 Responsible for development and management of training

Function CODE/TITLE
 __Name__ TASKS

methods and strategies in support of approved Naval Air Training Programs.

N31-44 Supervises the development of evaluation methods and programs appraising the quality and effectiveness of the training system.

N31-45 Assists in the development and procurement of instructional software supporting aviation training.

N31-46 Supervises the publication, distribution and control of training publications and instructional software in all phases of aviation training.

N31-47 Coordinates with the Instructional Systems Advisor, educational specialists and other commands and activities involved in the development of training validation, testing and measurement processes.

N31-48 Performs special projects on training matters as directed.

N31-49 Evaluates fleet replacement squadron feedback inputs for implementation of NATRACOM program modification recommendations when necessary.

3131/NAVAVSCOLSCOM and Primary Curriculum Officer

N31-50 Responsible for development and management of training methods and strategies in support of approved curricula pertaining to NAVAVSCOLSCOM Primary and Intermediate Maritime/Helo Flight Phase.

N31-51 Assists in the development of evaluation methods and programs appraising the quality and effectiveness of the training systems.

N31-52 Coordinates with other curriculum and standardization officers in the development and revision of training objectives as necessary to provide interphase continuity.

N31-53 Coordinates the development and procurement of instructional software supporting NAVAVSCOLSCOM and Primary training curricula.

N31-54 Monitors the publication, distribution and control of applicable training publications and instructional software.

N31-55 Coordinates with the Primary Standardization and NATOPS officer for overall phase management and instructional standardization.

N31-56 Assists in special projects on training matters as directed.

Function CODE/TITLE
 __Name__ TASKS

3132/Strike_Curriculum_Officer

- N31-57 Responsible for the development and management of training methods and strategies in support of approved curricula pertaining to the Intermediate Strike and Strike phase of flight training.
- N31-58 Assists in the development of evaluation methods and programs appraising the quality and effectiveness of the training system.
- N31-59 Coordinates with other curriculum and standardization officers in the development and revision of training objectives as necessary to provide interphase continuity.
- N31-60 Coordinates the development and procurement of instructional software supporting the Intermediate Strike and Strike training curricula.
- N31-61 Maintains the publication, distribution and control of applicable training publications and instructional software.
- N31-62 Coordinates with the Intermediate Strike and Strike Standardization and NATOPS Officers for overall phase management and instructional standardization.
- N31-63 Assists in special projects on training matters as directed.

3133/Maritime_Curriculum_Officer

- N31-64 Responsible for the development and management of training methods and strategies in support of approved curricula pertaining to the Maritime phase of flight training.
- N31-65 Assists in the development of evaluation methods and programs appraising the quality and effectiveness of the training system.
- N31-66 Coordinates with other curriculum and standardization officers in the development and revision of training objectives as necessary to provide interphase continuity.
- N31-67 Coordinates the development and procurement of instructional software supporting the Maritime training curricula.
- N31-68 Monitors the publication, distribution and control of applicable training publications and instructional software.
- N31-69 Coordinates with the Maritime Standardization and NATOPS Officer for overall phase management and instructional standardization.
- N31-70 Assists in special projects on training matters as directed.

Function __Name__	CODE/TITLE TASKS
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3134/Helicopter_Curriculum_Officer

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| N31-71 | Responsible for the development and management of training methods and strategies in support of approved curricula pertaining to the Helicopter phases of flight training. |
| N31-72 | Assists in the development of evaluation methods and programs appraising the quality and effectiveness of the training system. |
| N31-73 | Coordinates with other curriculum and standardization officers in the development and revision of training objectives as necessary to provide interphase continuity. |
| N31-74 | Coordinates the development and procurement of instructional software supporting the Helicopter training curricula. |
| N31-75 | Monitors the publication, distribution and control of applicable training publications and instructional software. |
| N31-76 | Coordinates with the Helicopter Standardization and NATOPS Officer for overall phase management and instructional standardization. |
| N31-77 | Assists in special projects on training matters as directed. |

314/Standardization_Officer_and_NATOPS_Coordinator

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| N31-78 | Responsible for the management and standardization of all instructor training programs within NATRACOM. |
| N31-79 | Acts as command liaison for the Flight Instructor Training Courses (FITC) conducted by NAVAVSCOLSCOM and Training Air Wing FOUR. |
| N31-80 | Monitors the quality of flight instructor and student flight training. |
| N31-81 | Assists in the evaluation and development of new training materials and instructional techniques employed in instructing programs. |
| N31-82 | Assists in the development, review and revision of flight and academic curricula and the content of flight training instructions and other associated publications. |
| N31-83 | Assists in the evaluation of new training aircraft, flight simulators and devices. |
| N31-84 | Acts as the CNATRA NATOPS Advisory Group Coordinator and monitors the overall command NATOPS program. |

Function __Name__	CODE/TITLE TASKS
N31-85	Maintains liaison with the other NATOPS advisory group coordinators and functional commanders in NATOPS matters.
N31-86	Maintains direct liaison with the aircraft model managers and NATOPS evaluators and instructors to facilitate the rapid development and dissemination of NATOPS procedures and information.
N31-87	Coordinates the scheduling of NATRACOM units NATOPS evaluations and NATOPS review conferences for those aircraft assigned to CNATRA as cognizant command.
	<u>3141/Primary, Maritime, Intermediate and Pre-Helicopter Standardization and NATOPS Officer</u>
N31-88	Monitors and evaluates the Primary, Maritime Intermediate and Pre-Helicopter phases of flight training to ensure conformance to current directives, standardized training and that a quality oriented training program is in effect.
N31-89	Assists in the development, review and revision of the Primary, Maritime Intermediate and Pre-Helicopter curricula and associated training publications.
N31-90	Actively participates in the flight instruction and evaluation of student aviators, instructors under training and qualified instructors.
N31-91	Monitors appropriate phase curricula NATIP publications and related criterion tests to ensure validity of specific performance objectives, instructional content and methodology.
N31-92	Assists in maintaining the Training Division Master Training Publication Library.
N31-93	Acts in an advisory capacity to the staff and NATRACOM training activities in all aspects of Primary, Maritime Intermediate and Pre-Helicopter phases of training and aircraft NATOPS matters.
N31-94	Assists in the evaluation, development and inspection of new training aircraft, flight simulators and training devices.
	<u>3142/Intermediate Strike Standardization and NATOPS Officer</u>
N31-95	Monitors and evaluates the Intermediate Strike phase of flight training to ensure conformance to current directives, standardized training and that a quality oriented training program is in effect.
N31-96	Assists in the development, review and revision of the Intermediate Strike curriculum and associated training

Function CODE/TITLE
 __Name__ TASKS

publications.

N31-97 Actively participates in the flight instruction and evaluation of student aviators, instructors under training and qualified instructors.

N31-98 Monitors appropriate statistical data regarding training and grading practices.

N31-99 Reviews appropriate phase curricula NATIP publications and related criterion tests to ensure validity of specific performance objectives, instructional content and methodology.

N31-100 Assists in maintaining the Training Division Master Training Publications Library.

N31-101 Acts in an advisory capacity to the staff and NATRACOM training activities in all aspects of the Intermediate Strike phase of training and aircraft NATOPS matters.

N31-102 Assists in the evaluation, development and inspection of new training aircraft, simulators and training devices.

3143/Helicopter Standardization and NATOPS Officer

N31-103 Monitors and evaluates the Primary and Advanced Helicopter phases of flight training to ensure conformance to current directives, standardized training and that a quality oriented training program is in effect.

N31-104 Assists in the development, review and revision of the Primary and Advanced Helicopter curricula and associated training publications.

N31-105 Actively participates in the flight instruction and evaluation of student aviators, instructors under training and qualified instructors.

N31-106 Monitors appropriate statistical data regarding training and grading practices.

N31-107 Reviews appropriate phase curricula NATIP publications and related criterion tests to ensure validity of specific performance objectives, instructional content and methodology.

N31-108 Assists in maintaining the Training Division Master Training Publications Library.

N31-109 Acts in an advisory capacity to the staff and NATRACOM training activities in aspects of the primary and advanced helicopter phases of training and aircraft NATOPS matters.

Function __Name__	<u>CODE/TITLE</u> <u>TASKS</u>
N31-110	Assists in the evaluation, development and inspection of new training aircraft, simulators and training devices. <u>3144/Strike Standardization and NATOPS Officer</u>
N31-111	Monitors and evaluates the strike phase of flight training to ensure conformance to current directives, standardized training and that a quality oriented training program is in effect.
N31-112	Assists in the development, review and revision of the strike phase curriculum and associated training publications.
N31-113	Actively participates in the flight instruction and evaluation of student aviators, instructors under training and qualified instructors.
N31-114	Monitors appropriate statistical data regarding training and grading practices.
N31-115	Reviews appropriate phase curricula NATIP publications and related criterion tests to ensure validity of specific performance objectives, instructional content and methodology.
N31-116	Assists in maintaining the Training Division Master Training Publications Library.
N31-117	Acts in an advisory capacity to the staff and NATRACOM training activities in all aspects of the strike phase of training and aircraft NATOPS matters.
N31-118	Assists in the evaluation, development and inspection of new training aircraft, simulators and training devices. <u>3145/Maritime Standardization and NATOPS Officer</u>
N31-119	Monitors and evaluates the Maritime Phase of flight training to ensure conformance to current directives, standardized training and that a quality oriented training program is in effect.
N31-120	Assists in the development, review and revision of the Maritime curriculum and associated training publications.
N31-121	Actively participates in the flight instruction and evaluation of student aviators, instructors under training and qualified instructors.
N31-122	Monitors appropriate statistical data regarding training and grading practices.

Function __Name__	CODE/TITLE TASKS
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N31-123	Reviews appropriate phase curricula NATIP publications and related criterion tests to ensure validity of specific performance objectives, instructional content and methodology.
N31-124	Assists in maintaining the training Division Master Training Publications Library.
N31-125	Acts in an advisory capacity to the staff and NATRACOM training activities in all aspects of the Maritime phase of training and aircraft NATOPS matters.
N31-126	Assists in the evaluation, development and inspection of new training aircraft flight simulators and training devices.
	<u>315/Foreign Training Officer</u>
N31-127	Responsible for the management of Foreign Training programs.
N31-128	Coordinates program objectives and courseware requirements with appropriate Phase and Standardization/NATOPS Officers.
	<u>316/Contracting Officer's Technical Representative</u>
N31-129	Responsible for coordinating and managing NATRACOM participation in contract instructional services.
N31-130	Serves as CNATRA liaison with the contracting officers and contract negotiators of the Naval contracting agencies serving NATRACOM.
N31-131	Develops statements of work, evaluates contractor proposals, and implements awarded contracts.
N31-132	Organizes and serves as chairman of preproposal conferences, technical evaluation committees, and post award conferences.
N31-133	Conducts meetings in accordance with contract terms and prepares minutes for distribution.
N31-134	Monitors contractors for compliance with contract terms, performance quality, and prepares deficiency reports as required.
N31-135	Prepares, evaluates, and implements contract modifications in response to changing NATRACOM requirements.
	<u>3161/Assistant Contracting Officer's Technical Representative</u>
N31-136	Assists Code 316 in the functions and duties assigned with special emphasis on Training Air Wing liaison and contract

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coordination.

32/Aviation Student Personnel and Administration

- N32-1 Advises and assists N3 on matters pertaining to student personnel.
- N32-2 Exercises supervision over the preparation of correspondence, reports, fitness reports, receipts and transfer, expected completion dates, and SNA preference cards.
- N32-3 Maintains liaison with the training air wings and squadron student control officers to ensure student flow and flight training accomplishments are met in a timely fashion in order to meet flight and replacement air group reporting dates.
- N32-4 Maintains liaison with MPC and student personnel for the purposes of providing young officers with career information and NMPC policy concerning assignments.
- N32-5 Coordinates reporting dates, monitors student progress and evaluates student performance.
- N32-6 Responsible for the administration and management of aviation student training records.
- N32-7 Coordinates and monitors SERGRAD Program.
- N32-8 Initiates fleet replacement squadron feedback process.
33/Operations Officer
- N33-1 Supervises, administers and coordinates the functions of the Operations Section.
- N33-2 Maintains plans for hurricane evacuation and supervises and coordinates execution of such plans.
- N33-3 Acts as Airspace Liaison Officer.
- N33-4 Prepares operations orders and employment schedules for ships assigned in support of flight training requirements.
- N33-5 Coordinates the utilization of airspace and airfields as required.
- N33-6 Reviews Naval Air Station operation manuals, procedures, requirements and plans to ensure that air operations are conducted in consonance with existing policies.

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33A/Assistant Operations Officer

N33-7 Assists Code 33 in the functions and duties assigned with special emphasis on Airspace Liaison and training carrier operations schedule.

331/Emergency Plans and Disaster Control Officer

N33-8 Prepares plans, orders, instructions, notices, and related correspondence on emergency plans and disaster control, hurricane evacuations and harbor defense.

N33-9 Coordinates naval activities within CHNAVRES District, Sub-Areas "B" and "C," under the operational control of Commander, Disaster Control Group 8.3 to ensure compliance with existing policies.

N33-10 Conducts liaison with state and local civil defense authorities in disaster control matters as directed by Commander, Disaster Control Group 8.3.

N33-11 Acts on all matters affecting aircraft fire fighting/crash rescue functions and associated equipment.

N33-12 Additionally acts on functions as are appropriate to the COMNAVBASE Charleston SC, Sub-Area "D," Disaster Control Group 6.5, until they are remanded to higher authority.

NOTE: This is not an authorized billet and is filled on a collateral duty basis as designated by N3.

332/Flight Operations Officer

N33-13 Coordinates and schedules use of aircraft for logistic or other special flight as directed by higher authority.

N33-14 Reviews requirements for and prepares allocation of temporary flight orders for enlisted personnel throughout NATRACOM.

N33-15 Maintains records concerning Staff Pilot Qualifications.

N33-16 Functions as Code 33 reports control officer.

N33-17 Performs other functions as assigned by 33.

333/Staff Landing Signal Officer (LSO)

N33-18 Coordinates the development, revision and review of LSO training and carrier qualification curricula within NATRACOM.

N33-19 Acts in an advisory capacity to CNATRA and assigned training

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activities in all aspects of LSO training, carrier qualification and LSO NATOPS matters.

- N33-20 Monitors and evaluates the quality and standardization of all LSO training conducted within NATRACOM.
- N33-21 Monitors the Navy Phase I LSO School in regard to curriculum content, delivery, class composition and scheduling.
- N33-22 Coordinates the selection program for newly designated Naval Aviators to attend Phase I training en route to their first squadron and control quotas for other NATRACOM LSOs to attend Phase I school.
- N33-23 Monitors status of all NATRACOM LSOs through periodic LSO reports and observation.
- N33-24 Coordinates with NMPC in the selection of future LSO billets.
- N33-25 Monitors all NATRACOM carrier qualification operations and makes recommendations to ensure safe and effective utilization of available deck time and assets.
- N23-26 Assists in the issuance of directives pertinent to carrier qualification operations.
- N33-27 Maintains direct liaison with other type commander LSOs to ensure timely exchange of concepts and experience.
- N33-28 Performs other functions as assigned by 33.

334/Regional Airspace Representative (ADDU)

- N33-29 Acts as coordinator between the Navy and the FAA Regional level on all matters, problems, and proposals which directly affect naval aviation within NATRACOM.
- N33-30 Serves as Navy-designated members of various committees; i.e., informal Airspace Air Traffic Control Advisory with scheduled periodic formal Meetings at Regional Headquarters, Air Route Traffic Control Center, and FAA Area Officer as appropriate.
- N33-31 Performs other functions as assigned by 33.
- N33-32 Assists and advises Navy commands in matters concerning air traffic control and special-use airspace.
- N33-33 Reviews and forwards to CNO special-use airspace reports. (Restricted Area, Warning Area, Targets and Ranges, etc.)
- N33-34 Reviews daily issues of the Federal Register for the

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publication of airspace jackets which could affect utilization of Navy and Marine airspace in the region(s).

N33-35 Reviews proposals received at the FAA Regional level concerning construction or alteration of structures and notifies any naval activity affected by such construction or alteration.

N33-36 Reports monthly by letter to CNO (OP 53) the current FAA jacket numbers and status of cases within the geographic area of responsibility.

NOTE: This billet is filled by the FAA.

335/Ground Electronics Officer

This billet is filled by the NAS Corpus Christi Ground Electronics Officer.

N33-37 Coordinates Ground Electronics matters for all NATRACOM naval air stations.

N33-38 Reviews and/or develops plans for new equipment and maintenance for existing equipment.

N33-39 Develops and coordinates Ground Electronics training programs.

N33-40 Acts as CNATRA Representative at NAALS Advisory Council meetings.

336/Weapons Officer

This billet is filled by the NAS Corpus Christi Weapons Officer.

N33-41 Coordinates Weapons matters for all NATRACOM naval air stations.

N33-42 Consolidates yearly ordnance requirements for submission to higher authority.

N33-43 Monitors ordnance cartridge stock levels to ensure acceptable levels are maintained.

N33-44 Reviews weapons safety and ordnance security programs.

337/Meteorological Officer (ADDU)

N33-45 This billet is filled by the OIC NAVOCEANCOMDET NAS Corpus Christi.

N33-46 Coordinates Meteorological matters for all NATRACOM air

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stations.

N33-47 Provides annual hurricane brief to CNATRA and Staff when requested.

N33-48 Monitors and advises Code 33 on all weather developments that may potentially endanger TRACOM operations/facilities.

N33-49 Assists Code 33 in ensuring that all air station meteorological facilities are adequately manned.

34/Training Analysis Officer

N34-1 Collects, analyzes, and presents management data reflecting the status, productivity and efficiency of units and their operations and training programs.

N34-2 Provides statistical advice and assistance related to unit Training and Operations functions to N3.

N34-3 Develops graphic statistical reporting procedures as required.

N34-4 Coordinates with N7 in budgeting the flying hour program and with N2 in collecting and analyzing training data.

2.2.5 Supply

N4/Assistant Chief of Staff for Supply

N40-1 Directs the activities of the Supply Division to ensure that prescribed functions are properly executed.

N40-2 Plans, develops, manages and coordinates all matters pertaining to supply, which include material support, aeronautical equipment, inventory control, stock fund, fuel procurement, and enlisted food service operations with a view toward achieving and maintaining effectiveness, responsiveness and economy.

N40-3 Monitors the operation of Navy Exchanges and Commissary Stores to ensure responsiveness to NATRACOM needs.

N40-4 Administers distribution and redistribution of material controlled by CNATRA.

N40-5 Monitors and evaluates NATRACOM supply performance, effectiveness.

N40-6 Maintains liaison with NATRACOM activities on matters concerning supply support.

N40-7 Defines requirements for and supervises the operation of the

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Supply Management ADP files.

N40-8 Maintains primary cognizance over audit and inspection reports affecting supply functions within the command.

N40-9 Conducts the supply portion of the command inspections of NATRACOM activities.

N40-10 Manages assigned fund authorizations.

N40-11 Recommends changes in logistic policy, programs, budgets and patterns of distribution as they affect the above functional areas.

N40-12 Maintains liaison with other major commands on NATRACOM supply matters.

4A/Assistant Supply Officer

N40-13 Assists N4 in all phases of duties and performs duties of N4 during absences.

41/Jet Aircraft Supply/Logistic Support

N41-1 Provides the overall management of the supply/logistic support for all jet aircraft under the control of CNATRA, and is responsible for the effective supply support of these Weapons Systems (TA4J, T2C, T39). The functions to be performed in support of these aircraft systems includes the preparation of analyses and presentations relative to supply effectiveness and performance.

N41-2 Prepares projects/programs to improve supply logistic support to NATRACOM activities.

N41-3 Reviews logistics plans to determine impact on supply support.

N41-4 Reviews and analyzes directives applicable to the NATRACOM supply organization.

N41-5 Originates CNATRA instructions and notices on program and system changes regarding supply matters.

N41-6 Identifies management information system requirements and coordinate the development of the Supply Management ADP files.

N41-7 Coordinates all supply matters in the NATRACOM.

N41-8 Monitors outfitting operations through reports and inspections.

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N41-9 Maintains close liaison with technical systems commands and inventory control points to ensure proper levels of supply support.

N41-10 Originates and recommends policies and procedures related to the distribution and control of all technical aeronautical repair parts and components used by NATRACOM activities.

N41-11 Recommends changes in patterns of distribution for the purpose of improving the responsiveness of supply support.

N41-12 Reviews activity stock positions to meet CNATRA support requirements and initiates distribution/redistribution action as appropriate.

N41-13 Develops policy and procedural guidelines for distribution and rationing of CNATRA-controlled materials.

N41-14 Reviews weekly NMCS reports submitted by NATRACOM activities and initiates action required to improve supply support to NATRACOM aircraft.

N41-15 Monitors high priority emergency managerial programs (NMCS, FMCS, work stoppage, outfitting, etc.) to assure adequate and timely action and followup on material shortages.

N41-16 Identifies critical items of material support and recommends corrective action.

N41-17 Provides technical assistance in aviation supply matters to NATRACOM activities.

N41-18 Conducts comprehensive review of reports on supply support deficiencies.

N41-19 Assists subordinate commanders in correcting major discrepancies noted during inspections.

N41-20 Assists and conducts inspections as required, representing CNATRA at meetings, conferences, and on assistance visits within the Navy Department, DOD, or other Government activities.

42/Prop/Helicopter Aircraft Supply/Logistic Support

N42-1 Provides the overall management of the supply/logistic support for all Prop aircraft and Helicopters under the control of CNATRA and is responsible for the effective supply support of these weapons system. The functions to be performed in support of these aircraft will include the same functions as performed by Weapons Branch #1, for Jet aircraft.

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N42-2 Maintains knowledge of and monitor data processing applications impacting on Supply Management (UADPS-SP, DOSS, FAMMS, etc.).

N42-3 Determines feasibility of and develops implementation procedures for special programs (MAPS, DOSS, etc.) in support of NATRACOM operations.

43/Aircraft Engines Supply/Logistic Support

N43-1 Provides the overall management of the supply/logistic support for all aircraft engines under the control of CNATRA and is responsible for the effective supply support of these Weapons Systems (J52, J60, J85, etc.) The same functions as performed by Weapons Systems Branch #1 will be performed for this branch for Aircraft Engines.

44/General Supply Support Branch

N44-1 Administers the distribution and rationing of Fleet Controlled Material.

N44-2 Provides supply support to CNATRA Headquarters.

N44-3 Maintains and operates a Headquarters storeroom facility for common items of material; procures, stores and issues material; prepares requests for services and maintains material usage data.

N44-4 Maintains plant account property, office equipment and custody records for the Headquarters.

N44-5 Prepares and maintains records of fund authorizations provided the ACDS (Aircraft Maintenance) to provide an accurate and current picture of expenditures and obligations.

N44-6 Maintains budgetary controls over such funds, assembles and compiles budget requirements, and reviews and analyzes reports.

N44-7 Coordinates all matters concerning the management of supply functions related to clothing, disbursing, food service, fuel, personal property, publications and forms, commissary stores and navy exchanges at NATRACOM activities.

N44-8 Assists in inspections of NATRACOM activities as required.

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2.2.6 Aircraft Maintenance and Technical Training

N5/Assistant Chief of Staff for Aircraft Maintenance and Technical Training

- N50-1 Directs the activities of the Aircraft Maintenance and Technical Training Sections to ensure that all prescribed functions are properly executed.
- N50-2 Plans, develops, manages and coordinates all matters pertaining to maintenance, support and assignment of aircraft, aircraft engines, ground support equipment, and maintenance technical training and aircraft maintenance contracts.
- N50-3 Maintains liaison with other major commands and coordinates with other Assistant Chiefs of Staff as required on matters relative to the support of NATRACOM aircraft.
- N50-4 Acts as principal advisor to CNATRA on matters relating to proposed new aircraft and equipment maintenance requirements including proposed maintenance reporting requirements.

51/Aircraft Maintenance Officer

- N51-1 Administers all activities of the Aircraft Maintenance Section to ensure that prescribed functions are carried out.
- N51-2 Plans, develops, manages and coordinates all aspects of aircraft maintenance for the NATRACOM.
- N51-3 Maintains liaison with other naval air commands and with officials of the Navy Department on NATRACOM aircraft assignment and maintenance support equipment in accordance with allowances.
- N51-4 Administers the established accounting system for aircraft, aircraft engines and ground support equipment.
- N51-5 Reviews aircraft accident reports which involve material failure and makes appropriate recommendations.
- N51-6 Conducts inspections of support commands as directed.
- N51-7 Prepares and publishes directives to sustain high standards of maintenance on assigned aircraft.
- N51-8 Maintains cognizance of changing training aircraft requirements and takes appropriate and timely action to maintain allowances.
- N51-9 Coordinates with other staff divisions as required.

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N51-10 Advises and assists N5 in the performance of his duties, and assumes those duties in his absence.

511/Weapons System Technical Management Officer

N51-11 Provides overall management of the technical and logistic support of weapons systems and related airborne and flight equipment assigned to the NATRACOM.

N51-12 Disseminates technical information concerned with aircraft, structures, propulsion systems, airframes accessories, airborne ordnance equipment and aviators' survival equipment to NATRACOM activities.

N51-13 Assures that all means available are utilized to ensure the highest possible level of aircraft operational readiness.

N51-14 Ensures that equipment is maintained and operated in conformance with approved configurations and that changes and modifications are made in accordance with current directives.

N51-15 Maintains an adequate and fully usable Technical Library in support of the Aircraft Maintenance Division.

511A/Weapons Systems Technical Management Assistant

N51-16 Assists Code 511 with the coordination and direction of the technical management of weapons systems and related airborne and flight equipment assigned to the NATRACOM.

N51-17 Administers the daily correspondence for weapons system technical section.

N51-18 Ensures all correspondence is routed to the appropriate class desk, and that correspondence requiring action is expeditiously executed.

N51-19 Assumes the responsibility of the section during the absence of the Weapons System Technical Management Officer.

5111/Equipment Specialist (Aircraft) Supervisor

N51-20 Provides management of technical information concerned with aircraft structures, airframes accessories, airborne ordnance equipment, aviators equipment, survival equipment and related components; disseminates technical information concerned with power plants, accessories and related equipment, provides technical assistance on engine matters to NATRACOM activities on a timely basis, manages and monitors the power plant configuration program, Complete Engine Repair (CER) and the Naval Oil Analysis Program (NOAP).

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N51-21 Monitors requests for minor repair of aircraft to ensure that activities are performing designated maintenance functions as set forth in current directives.

N51-22 Monitors implementation of technical directives to ensure correct/timely compliance and that safety standards are maintained.

51111/Equipment Specialist (Aircraft)

N51-23 Provides overall management of the technical and logistic support programs for the following weapons systems, components, and programs: T-2, A-4, TA-4, T-39, T-28, C-131, and H-1.

N51-24 Represents CNATRA at aircraft/component policy and technical conferences relating to assigned weapons systems, components and programs.

N51-25 Provides/coordinates the dissemination of applicable technical directives, maintenance engineering services and technical guidance to NATRACOM activities as required for assigned weapons systems, components and programs.

51112/Equipment Specialist (Aircraft)

N51-26 Provides overall management of the technical and logistic support programs for the following weapons systems, components, and programs: T-28, H-57, C-1, S-2, T-34B, T-34C, C-12 and T-44.

N51-27 Represents CNATRA at aircraft/component policy and technical conferences relating to assigned weapons systems, components and programs.

N51-28 Provides/coordinates the dissemination of applicable technical directives, maintenance engineering services and technical guidance to NATRACOM activities as required for assigned weapons systems, components and programs.

51113/Equipment Specialist (Aircraft Propulsion Equipment)

N51-29 Provides overall management of the technical and logistic support programs for the following aircraft propulsion systems/programs: J-52, J-60, T-53, T-400, R-2800, TF-30, Complete Engine Repair (CER) (Jet), 3 degrees of intermediate maintenance and Engine Life Management Group Representative.

N51-30 Represents CNATRA at conferences relating to supported propulsion systems/programs.

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N51-31 Coordinates the dissemination of applicable technical directives, maintenance engineering services and technical guidance to NATRACOM activities as required for supported aircraft propulsion systems/programs.

51114/Equipment Specialist (Aircraft Propulsion Equipment)

N51-32 Provides overall management of the technical and logistic support programs for the following aircraft propulsion systems/programs; J-85, T-56, T-58, R-1820, R-3350, NOAP, QECK, 3 degrees of intermediate maintenance and Engine Life Management Representative for engines assigned.

N51-33 Represents CNATRA at conferences relating to supported propulsion systems/programs.

N51-34 Coordinates the dissemination of applicable technical directives, maintenance engineering services and technical guidance to NATRACOM activities as required for supported aircraft propulsion systems/programs.

51115/Equipment Specialist (Aircraft Propulsion Equipment)

N51-35 Provides overall management of the technical and logistic support programs for the following aircraft propulsion systems/programs: PT-6A, T-63, T-64, O-470, J79, NOAP, QECK, 3 degrees of intermediate maintenance and Engine Life Management Representative for engines assigned.

N51-36 Represents CNATRA at conferences relating to supported propulsion systems/programs.

N51-37 Coordinates the dissemination of applicable technical directives, maintenance engineering services and technical guidance to NATRACOM activities as required for supported aircraft propulsion systems/programs.

5112/Avionics Armament Technical Assistant

N51-38 Provides overall management of the technical and logistic support programs for the following aircraft airborne avionics, electrical and ordnance systems/equipment: A-4, C-131, TA-4, T-2, T-28, T-34, T-39, T-44, H-1, and H-57.

N51-39 Represents CNATRA at conferences relating to supported avionics and ordnance systems/programs.

N51-40 Coordinates the dissemination of applicable technical directives, maintenance engineering services and technical guidance to NATRACOM activities as required for supported aircraft avionics and ordnance systems/programs.

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5113/Aviator Survival Equipment Assistant

N51-41 Provides overall management of the technical and logistic support programs for aviators equipment, escape systems and survival equipment.

N51-42 Represents CNATRA at technical conferences relating to assigned weapons systems survival equipment and aviators equipment.

N51-43 Coordinates the dissemination of applicable technical directives, maintenance engineering services and technical guidance to NATRACOM activities as required for supported aircraft escape systems and survival equipment systems/programs.

5114/Technical Librarian

N51-44 Provides overall management and maintenance of manuals/tech data for specific aircraft engines, components, ground support equipment and related systems.

N51-45 Makes required changes in current directives, additions, changes to, and deletions from publications held in the library.

N51-46 Assists resolution of problems in technical libraries throughout the NATRACOM.

51141/Technical Librarian File Clerk

N51-47 Receives incoming data concerning the maintenance and operation of aircraft, engines, components, ground support equipment and related items.

N51-48 Reads and reviews data received, files or routes to interested persons or offices for information and required action.

N51-49 Makes required changes in current directives, additions, changes to, and deletions from publications held in the library.

512/Ground Support Equipment Supervisor

N51-50 Provides overall management of technical and logistic support of the aviation Ground Support Equipment (GSE) and installed equipment (facility) programs within the NATRACOM.

N51-51 Disseminates technical information concerned with aircraft common and peculiar GSE, avionics test equipment and calibration facilities to NATRACOM activities.

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N51-52 Assures that all means available are utilized to ensure the highest possible level of GSE and installed equipment readiness.

N51-53 Ensures that equipment is maintained and operated in conformance with approved configurations and that changes and modifications are made in accordance with current directives.

N51-54 Submits equipment requirements and distributes the NATRACOM inventory of equipment to provide the best utilization.

N51-55 Requests and monitors the IMRLs for NATRACOM activities to ensure adequate special and general GSE is available and that an accurate inventory of equipment is maintained.

5121/Equipment Specialist (Airframes, Power Plant GSE)

N51-56 Provides technical guidance and management assistance to NATRACOM activities in matters relative to procurement, distribution, utilization, maintenance and disposal of peculiar (special purpose) aviation GSE, including gas turbine powered aircraft equipment and non-destructive inspection equipment.

5122/Equipment Specialist (ADMRL/IMRL)

N51-57 Provides technical guidance and management assistance to NATRACOM activities in matters relative to procurement, distribution, utilization, maintenance and disposal of Jet Engine Test Facilities, common GSE and installed shop facility equipment.

5123/Equipment Specialist (Avionics GSE)

N51-58 Provides technical guidance and management assistance to NATRACOM activities in matters relative to the procurement, distribution, utilization and maintenance of avionics GSE.

N51-59 Exercises management and provides technical guidance and coordination for the NAVAIRSYSCOM precision measuring equipment/intermediate level calibration programs.

51231/Equipment Technician (AT 1)

N51-60 Provides liaison with the Corpus Christi Army Depot in matters relative to scheduling, repair incidental to calibration of precision measuring equipment on a Depot Interservice Support Agreement. Navy activities serviced by this agreement include NAS Corpus Christi, NAS Chase Field, NAS Kingsville and NAS Dallas.

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5124/Equipment Specialist (ADMRL/IMRL)

- N51-61 Develops requirements for IMRLs (Individual Material Readiness Lists) for the various aircraft base-loadings throughout NATRACOM.
- N51-62 Monitors IMRLs for each supported activity to ensure adequate special and general support equipment is available for weapons systems being supported.
- N51-63 Reviews MILSTRIP requisitions received direct from NATRACOM activities for accountable GSE IMRL items.
- N51-64 Maintains Master IMRL Perpetual Inventory Records for all NATRACOM Maintenance activities.

513/Aircraft Programs and Assignments

- N51-65 Supervises the operations and activities of the Aircraft Programs and Assignments Section.
- N51-66 Develops and monitors plans and programs to ensure aircraft and engines are available to support the mission of the NATRACOM.
- N51-67 Makes recommendations for new procurement, rework intervals, extension of service tour/life, retirement or pooling of aircraft and related factors affecting number of aircraft and engines available for training and flight support.
- N51-68 Assures accurate accounting of all assigned aircraft and engines.
- N51-69 Maintains data showing present and future aircraft and engine requirements based on latest information from higher authority.
- N51-70 Provides logistic and training aircraft for CNTECHTRA use and RFI aircraft engines to CNTECHTRA and selected Naval Reserve activities.

5131/Aircraft Accounting/Assignments

- N51-71 Is responsible for NATRACOM aircraft inventory from the time the aircraft are delivered to CNATRA custody until they are returned to NAVAIRSYSCOM custody at designated delivery points.
- N51-72 Provides guidance for accounting and reporting in accordance with CNATRAINST 5442.2.

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5132/Aircraft Engine Accounting

N51-73 Is responsible for engines assigned to CNATRA from the time of delivery to CNATRA custody until the engines are returned to NAVAIRSYSCOM custody at designated delivery points.

N51-74 Develops, reviews, and analyzes all of CNATRA propulsion system requirements.

N51-75 Provides guidance for accounting and reporting in accordance with CNATRAINST 13900.1.

5133/Aircraft Plans

N51-76 Develops, reviews, and analyzes all of CNATRA aircraft requirements.

N51-77 Conducts periodic reviews and comparisons of aircraft allowances, complements, allocations and assignments, deliveries, and utilization to ascertain if levels are adequate to fulfill CNATRA's requirements.

N51-78 Initiates action to correct shortages.

N51-79 Monitors and expedites the Naval Air Systems Command's assigned rework schedules, making recommendations on matters pertaining to progress, completion and adjustments.

N51-80 Initiates action for repair of ferry aircraft that are down mechanical within CNATRA area of responsibility.

51311/Assistant Aircraft Accounting

N51-81 Assists Code 5131 and 5132.

51321/Aircraft Engine Accounting

N51-82 Assists Code 5131 and 5132.

514/NAESU Det Corpus Christi

N51-83 Provides continuous engineering technical services on all Navy equipments within NATRACOM.

N51-84 Provides technical expertise in electrical and electronic systems, reciprocating and jet engines, engine accessories, airframes with associated components, ground support equipment and corrosion control.

52/Technical Training/Aviation Maintenance and Material Management Officer

N52-1 Monitors maintenance of technical training to ensure that

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qualified personnel are available and that training is provided as required.

- N52-2 Collects, analyzes and disseminates information to improve aviation maintenance and material management at all levels and in all areas.
- N52-3 Prepares recommendations to support activities and to higher authority for improvement in the management and use of personnel and material.
- N52-4 Monitors the Naval Aviation Maintenance Program (NAMP) and recommended changes as required to ensure effective maintenance management within the NATRACOM.
- N52-5 Maintains direct liaison with assigned activities to achieve effective standardization of aviation maintenance and management practices and uniform interpretation of maintenance policy and procedures set forth in the NAMP and maintenance directives issued by CNATRA.
- N52-6 Directs the training and utilization of the Maintenance Management Advisory Team.
- 521/Maintenance Management Advisory Team
- N52-7 Visits all NATRACOM activities to monitor the operation and implementation of the Naval Aviation Maintenance Program (NAMP).
- N52-8 Observes maintenance practices and procedures and makes recommendations to correct discrepancies which are not in accordance with the NAMP and CNATRA instructions and effective maintenance management.
- N52-9 Represents the NATRACOM at NAMP conferences as required.
- TEAM/Advisory Team Member (5211, 5212, 5213, 5214, 5215)
- N52-10 Responsible to the team leader for performance of duties during advisory visits to activities.
- N52-11 Reviews the operations of all divisions/work centers included in his assignment as required.
- N52-12 Observes maintenance practices and procedures to ensure compliance with NAMP and CNATRA instructions.
- 522/Data Analysis Officer
- N52-13 Provides administrative services to the Technical Training/Aviation Maintenance and Material Management Officer and Maintenance Management Advisory Team.

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- N52-14 Responsible for maintaining trend charts in the Management Information Center in monitoring the 3M reports to ensure assigned units comply with maintenance data collection procedures specified in the NAMP and CNATRA instructions.
- N52-15 Initiates action as necessary to ensure attention/assistance items on 3M monthly summaries are channeled to the appropriate office for resolution and notifies the respective activity of action taken.
- N52-16 Maintains section files in accordance with standard subject classification system.
- N52-17 Periodically verifies the requirements for a 3M Summary and conducts 3M analyst workshops.
- N52-18 Provides statistical analysis and makes presentations of problem areas to other offices upon request.
- N52-19 Attends conferences on analysis maintenance matters as required.
- N52-20 Assists subordinate activities in interpretation of the NAMP.

5221/Computer Programmer

- N52-21 Assists Code 522 in computer programming functions related to the extraction, compilation and analysis of maintenance statistical data.
- N52-22 Prepares new computer programming application assigned the Aircraft Maintenance and Technical Training Branch.
- N52-23 Writes computer subprograms which will in turn be integrated with other more complex program routines under Naval Aviation Logistics Data Analysis (NALDA).
- N52-24 Makes program input to the Technical Directive Systems Analysis (TDSA) system for extraction of data which will aid in management of technical directive compliance and configuration control.
- N52-25 Writes and/or makes program inputs for the extraction of data from the Analytical Maintenance Program Analysis System (AMPAS) and Computerized Unsatisfactory Reports (CURES).

5222/Statistical Assistant

- N52-26 Assists Code 522 in an advisory capacity with accurate analyses and presentations of the maintenance performance and aircraft mission capability status of all maintenance

Function CODE/TITLE
 __Name__ TASKS

activities within the Naval Air Training Command.

- N52-27 Collects, compiles and edits statistical data from each of the subordinate commands within CNATRA concerning the effectiveness of the maintenance actions involved.
- N52-28 Examines, reviews and analyzes the maintenance data detecting any deviation from expected efficient maintenance performance, identifying reasons, or possible reasons, for the deviation.
- N52-29 Computes, compiles and prepares material for special studies and reports, analyzing the field of information to ensure accuracy and continuity.
- N52-30 Continually monitors the flow of data and information for consistency within the 3M/SCIR Program.
- 523/Technical Training Officer
- N52-31 Monitors the NATRACOM maintenance training requirements and assists as appropriate to ensure effective maintenance management training.
- N52-32 Responsible for quota control for NAMTRADETS.
- N52-33 Provides printing and distribution of training manuals.
- N52-34 Reviews proposed NAMTRAGRU courses and course changes.
- N52-35 Monitors A-4 and T-2 FRAMP training.
- N52-36 Monitors revision of PQS implementation, maintenance of NAMTRADET course schedules, acquisition of training quotas, identification of candidates for various courses as required.
- N52-37 Monitors SCIR training, securing depot level on-the-job training, origination of requests for establishment of and changes to NECs, requests for ORDMODs to include en route training, provision of on-the-job training from NATRACOM sources to LANT and PAC activities, scheduling and logistic arrangements for specialized on-site training, and control of maintenance administrative training.

2.2.7 Civil Engineering

N6/Assistant Chief of Staff for Civil Engineering

- N60-1 Advises and assists the Chief of Naval Air Training on all matters pertaining to facilities acquisition and management, Civil Engineering Support Equipment (CESE), environmental pollution abatement and energy conservation.

Function	CODE/TITLE
__Name__	TASKS

N60-2	Monitors facilities planning, military construction programming, budgeting and management of maintenance of real property, utilities, transportation, and the Family and Bachelor Housing Programs.
N60-3	Directs the activities of the Civil Engineering Division to ensure that the functions outlined above are carried out.
N60-4	Provides technical guidance to commands of the NATRACOM in matters pertaining to facilities planning and acquisition, and management of maintenance funds as they concern facilities.
N60-5	Formulates policies and procedures governing the role of subordinate activities in facilities planning, acquisition and management functions.
N60-6	Formulates policy and recommends action on real estate matters within the NATRACOM.
N60-7	Coordinates the preparation and review of the NATRACOM general development plans, master plans, Basic Facilities Requirements List and other planning documents.
N60-8	Submits changes in the construction program to provide facilities required to support the training program.
N60-9	Monitors the military construction program as it progresses through the planning system.
N60-10	Establishes facilities criteria and reviews criteria prepared by others as they affect the NATRACOM facilities.

61/Head, Facilities Planning

N61-1	Assists and advises N6 on all matters pertaining to facilities planning, acquisition, military construction programming, real estate, environmental pollution abatement and AICUZ programs.
N61-2	Reviews planning factors and criteria, master plans, and general development plans.
N61-3	Continuously reviews and evaluates the Shore Facilities Planning System, specifically including the review of the military construction line items.
N61-4	Prepares the integrated military construction program submissions as required.
N61-5	Provides engineering support of staff studies in determining facilities required to support flight training programs and

Function CODE/TITLE
 __Name__ TASKS

program changes.

N61-6 Coordinates with the various systems commands and engineering field divisions on problems related to individual military construction line items for which construction planning or plans and specifications are being prepared.

N61-7 Undertakes special engineering studies on an "as-required" basis.

611/Planning Engineer

N61-8 Assists Code 61 in matters pertaining to facilities planning, acquisition, and military construction programming.

N61-9 Provides on-site assistance to NATRACOM activities in the review and development of master plans, Shore Facilities Planning System documents, real estate, AICUZ and Environmental Pollutions Abatement Programs.

N61-10 Assists activities in the preparation of military construction line items.

62/Head, Facilities Management

N62-1 Assists and advises N6 on all matters pertaining to the management of facilities, maintenance engineering, energy conservation and the corresponding annual budget programs.

N62-2 Establishes annual priority lists for special projects and nonappropriated funds programs.

N62-3 Reviews reports and correspondence concerning facilities management and the annual nonappropriated facilities funding programs and recommends action as required.

N62-4 Provides technical and management assistance to subordinate commands in analyzing facilities programs and preparing corrective action.

N62-5 Reviews subordinate commands transportation and utilities operations, analyzes problems, and recommends corrective actions as necessary.

N62-6 Provides planning and coordination of facilities changes in the command headquarters.

N62-7 Provides facilities cognizance for airfield support items including budgeting, equipment, installation, maintenance of transportation equipment, GSE facilities and landing aids.

Function CODE/TITLE
 __Name__ TASKS

N62-8 Develops and administers Command's Energy Conservation Program.

621/Facilities_Management_Specialist

N62-9 Provides technical support and maintains facilities cognizance for airfield support items including budgeting, equipment installation, maintenance of transportation equipment, GSE facilities and landing aids.

N62-10 Assists Code 62 in performance of his duties.

2.2.8 Resources_Management

NZ/Assistant_Chief_of_Staff_for_Resources_Management

N70-1 Directs the activities of the Resources Management Division to ensure that prescribed functions are effectively carried out.

N70-2 Makes recommendations to CNATRA and Staff Divisions on the distribution and utilization of available resources, including civilian manpower.

N70-3 Supervises and coordinates the Resources Management Systems within the NATRACOM.

N70-4 Establishes and maintains liaison with CNET and represents CNATRA on resources management matters.

N70-5 Develops, establishes, maintains and monitors such reporting systems as are required to most effectively manage available resources.

N70-6 Conducts management analysis and provides management assistance to the Staff and subordinate activities, and exercises cognizance over various management programs, including Interservice Support, Commercial/Industrial and Incentive Awards within the NATRACOM.

ZA/Deputy_Assistant_Chief_of_Staff_for_Resources_Management

N70-7 Shares equally with N7 the functions mentioned above.

ZQ1/Special_Assistant_for_Internal_Review

N70-8 Conducts periodic audits, special audits, studies, analyses, and investigations of financial operations.

N70-9 Reviews periodically the internal review program at each NATRACOM activity.

Function CODE/TITLE
 __Name__ TASKS

Z1/Budget Officer

- N71-1 Serves as principal advisor to N7 and 7A. Plans, programs, budgets and administers RMS functions with respect to CNATRA Headquarters Responsibility Center and NATRACOM naval air station operating budgets.
- N71-2 Supervises and coordinates the preparation and submission of the HRC and NAS operating budgets and financial plans.
- N71-3 Consolidates budgets and plans for submission to CNET.
- N71-4 Analyzes and compares cost center and operating budget holder spending rates with budget plans.
- N71-5 Prepares and presents budget planning and execution reports and presentations as required.
- N71-6 Supervises and directs the efforts of five budget analysts in the day to day management of all NATRACOM operating budgets.
- N71-7 Participates in the division's RMS training program.

Z11/Senior Budget Analyst

- N71-8 Coordinates and administers RMS functions with respect to naval air station operation budgets.
- N71-9 Coordinates the preparation and submission of the NAS operating budgets and financial plans to the Budget Officer.
- N71-10 Conducts close liaison with NAS budget personnel.
- N71-11 Analyzes and compares responsibility center spending rates with budget plans.
- N71-12 Participates in the division's RMS training program.

Z12/Senior HRC Budget Analyst

- N71-13 Coordinates and administers RMS functions with respect to CNATRA Headquarters Responsibility Center.
- N71-14 Supervises and coordinates the preparation and submission of the HRC operating budget and financial plan to the Budget Officer.
- N71-15 Coordinates flight program funding changes with cognizant N2 division personnel.
- N71-16 Conducts close liaison with TRARON RMS personnel and other HRC cost centers.

Function CODE/TITLE
 __Name__ TASKS

N71-17 Analyzes and compares cost center spending rates with budget plans.

N71-18 Supervises and directs the efforts of two subordinate budget analysts in the day to day management of the HRC operating budget.

N71-19 Participates in the division's RMS training program.

Z121/HRC_Budget_Analyst

N71-20 Carries out specific duties and tasks consistent with policies, practices, and procedures established under the RMS concept of operations to include responsibilities pertaining to the procedural and technical aspects of the financial management of allocated fund resources in support of the HRC cost centers.

Z122/Staff_Budget_Analyst

N71-21 Collects, reviews and analyzes staff sub-cost center financial requirements.

N71-22 Maintains requirements by proper functional and sub-functional categories and maintains staff cost center requirements files.

N71-23 Prepares statistical worksheets, summaries and reports.

N71-24 Monitors cost trends and advises Senior HRC Budget Analyst accordingly.

Z13/Station_Budget_Analyst

N71-25 Plans, develops procedures for, and performs special analysis of the financial performance of NATRACOM stations to determine their effectiveness in utilization of allocated resources and ensures conformance with established plans and policies.

N71-26 Prepares consolidations of NATRACOM budget submissions, budget reviews, and financial plans for submission to the major claimant.

N71-27 Participates as required in both intra-division and command briefings and training programs.

Z14/Station_Budget_Analyst

N71-28 Plans, develops procedures for, and performs special analysis of the financial performance of NATRACOM stations to determine their effectiveness in utilization of allocated

Function CODE/TITLE
 __Name__ TASKS

resources and ensures conformance with established plans and policies.

N71-29 Prepares consolidations of NATRACOM budget submissions, budget reviews, and financial plans for submission to the major claimant.

N71-30 Participates as required in both intra-division and command briefings and training programs.

715/Civilian Manpower/Budget Analyst

N71-31 Performs special analysis of the financial performance of NATRACOM stations to determine their effectiveness in the utilization of allocated resources and ensures conformance with established plans and policies.

N71-32 Assists in consolidating NATRACOM budget submissions, budget reviews, and financial plans for submission to the major claimant.

N71-33 Prepares and maintains statistical graphs, charts and other media reflecting the status of civilian manpower distribution within the NATRACOM.

N71-34 Maintains an accurate updated accounting of civilian ceiling and end strength changes and levels for all NATRACOM activities.

72/Systems Accounting Officer

N72-1 Serves as principal advisor to the N7 and 7A in matters relating to financial reporting systems.

N72-2 Develops, establishes, maintains and monitors such reporting systems as are required to most effectively manage available financial resources within NATRACOM.

N72-3 Establishes and maintains liaison with the Authorization Accounting Activity and the NAVEDTRA Financial Information Processing Center, regarding procedures and programs of Resources Management.

N72-4 Administers within NATRACOM an aggressive training program on the Resources Management Systems.

N72-5 Coordinates the gathering, applications and reporting of financial cost of training information.

721/Systems Accountant

N72-6 Serves as assistant to Code 72 in carrying out his assigned tasks.

Function CODE/TITLE
 ___Name___ TASKS

N72-7 Performs studies of prescribed accounting techniques for compliance with established policy and impact of reporting requirements established by higher authority, ensuring that currency is maintained in related accounting systems, directives issued, and reporting requirements levied.

722/Systems Accountant

N72-8 Serves as assistant to Code 72 in carrying out assigned responsibilities.

N72-9 Develops and executes a dynamic and viable RMS training program within NATRACOM.

N72-10 Performs cost analysis of the resources required to train naval aviators and naval flight officers.

N72-11 Develops cost factors which can be utilized to provide course costs as they apply toward foreign military sales.

73/Contract Administration/Management Services Officer

N73-1 Serves as principal advisor to CNATRA through N7 and 7A on all contractual matters affecting the NATRACOM, including cost analysis, procurement, contract format and preparation, negotiation, award, specification changes, termination settlements and administration.

N73-2 Makes recommendations leading to commitments on, and monitors complex aircraft support and base operating support contracts.

N73-3 Recommends and prepares command policy directives and serves as principal point of contact for NATRACOM contract matters.

N73-4 Provides management analysis services to CNATRA and Staff.

N73-5 Implements and inspects NATRACOM management services programs to include Commercial/Industrial type activities, Interservice Support, Incentive Awards, Position management and NATRACOM organizations.

731/Management Analyst

N73-6 Advises and assists Code 73/N7.

N73-7 Provides management analysis services to CNATRA Staff.

N73-8 Provides staff support to Staff/NATRACOM Position Management Officer and committee, advisor to Performance Rating Board and Upward Mobility Committee.

Function	<u>CODE/TITLE</u>
<u>__Name__</u>	<u>TASKS</u>

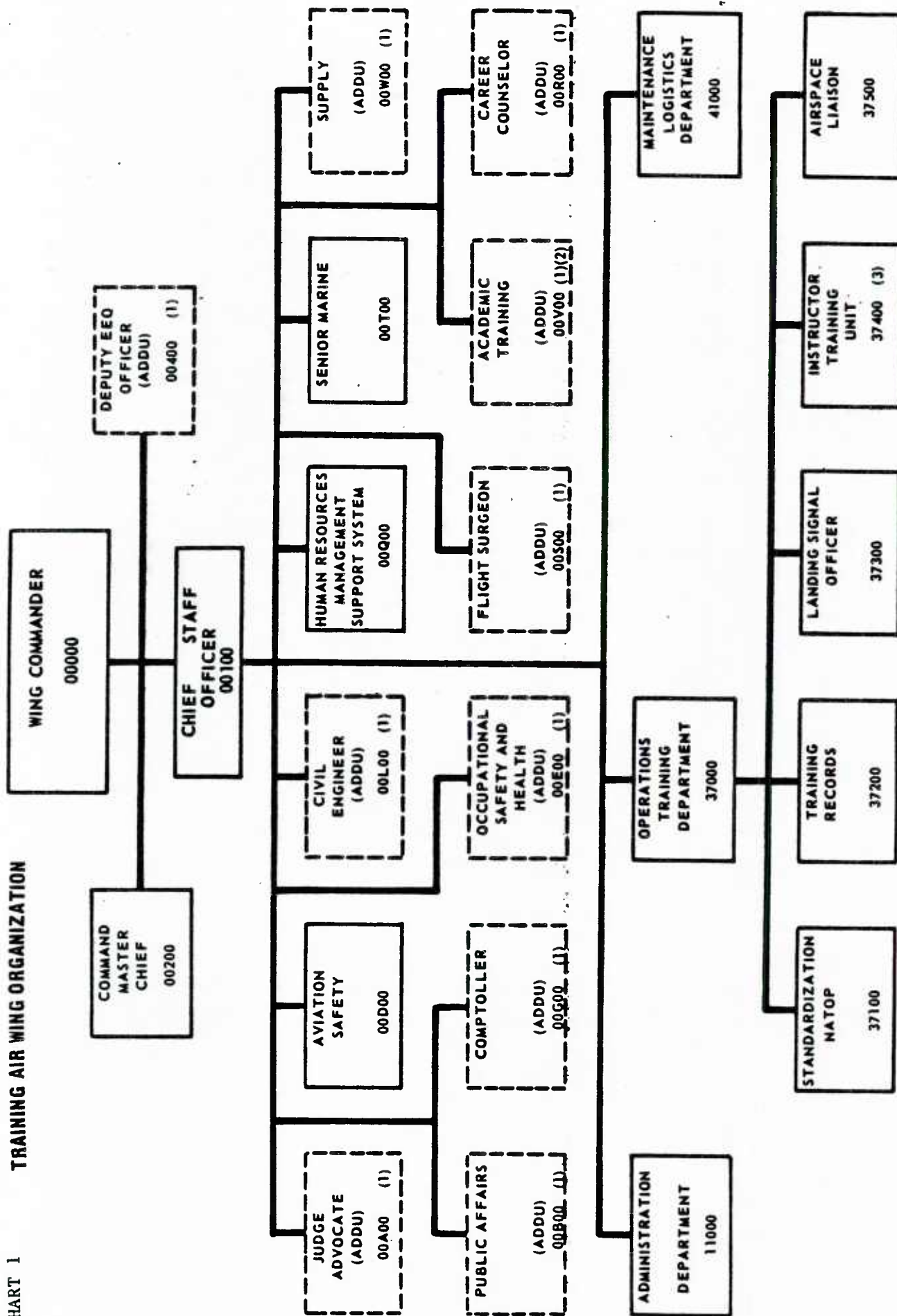
N73-9	Serves as point of contact for and provides staff support to JIRSG Area Chairman, and coordinates Defense Retail Interservice Support Program.
N73-10	Administers the NATRACOM Incentive Awards Program, coordinates Commercial/Industrial Type Activities Program, and conducts NATRACOM organization and mission/functions analyses.
N73-11	Provides assistance to and inspects NATRACOM management programs.
N73-12	Assists in contract administration matters.

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TRAINING AIR WING ORGANIZATION

CHART 1



- NOTES: (1) FOR ADVISORY PURPOSES ONLY.
 (2) DIRECT LIAISON WITH THE WING COMMANDER.
 (3) WHEN APPROVED MAY BE A SEPARATE DEPARTMENT, CODE 38000.

Figure 3.1

3. Training Air Wing Functions

3.1 Training Air Wing Mission and Tasks

3.1.1 Mission. To administer, coordinate and supervise flight and academic training and support thereof as directed by the Chief of Naval Air Training.

3.1.2 Wing Tasks. The following tasks are assigned to support this mission:

a. Serve as Curriculum Manager for (phase, as assigned) training.

b. Act as immediate superior in command to the commanding officers of such naval air stations, training squadrons, and other facilities as may be placed under his cognizance.

c. Serve as an effective instrument of the U.S. foreign policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals, and which assist individual naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and of the United States while overseas.

d. Publish necessary directives and implement CNATRA approved safety curricula to maintain high standards of training.

e. Coordinate and monitor the aviation, industrial, and ground safety programs of assigned units to ensure aggressive and effective implementation.

f. Maintain cognizance of the NATOPS and standardization programs as conducted by subordinate commands.

g. Monitor training requirements and maintenance support capabilities in order to make timely recommendations for aircraft assignment.

h. Monitor all areas of the maintenance and material support functions of subordinate commands to ensure quality maintenance is performed, adequate maintenance training is provided, and Naval Aviation Maintenance Program (NAMP) maintenance and supply procedures are followed.

i. Manage all local student personnel functions and maintain necessary records.

j. Conduct reviews of student disposition boards and act as reviewing authority in the disposition of students in accordance with instructions and policies issued by CNATRA.

k. Conduct inspections of subordinate commands.

l. Make timely reports to CNATRA on the progress and achievement of training goals.

m. Monitor formulation and execution of fiscal plans of subordinate units and coordinate intra-command fund changes with CNATRA.

n. Monitor manpower requirements of subordinate activities, review requests and changes in allowance, and submit recommendations to CNATRA as necessary to achieve optimum distribution of personnel.

o. Carry out HUREV responsibilities and procedures as directed in pertinent instructions and policy.

p. Perform other tasks as assigned.

3.2 Individual Tasks

3.2.1 Command and Executive

Function __Name__	CODE/TITLE TASKS
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00000:Wing Commander

W00-1	Immediate supervisor in command to CO's of NAS, TRARONS and other activities assigned.
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W00-2	Conduct affairs according to NAVREGS.
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W00-3	Ensure full use of facilities and resources.
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W00-4	Responsible for mission accomplishment.
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W00-5	Responsible for direct operations of wing.
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W00-6	Ensure productive output of wing and assigned activities is timely and of appropriate quantity and quality.
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00100:Chief Staff Officer

W00-7	Assist and advise Wing Commander on all matters affecting the command.
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W00-8	Sign correspondence dealing with standing policy and routine correspondence which does not involve policy or request for funds.
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W00-9	Exercise general supervision of the work of the staff.
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W00-10	Assist and coordinate working activities of officers of the wing staff.
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Function __Name__	CODE/TITLE TASKS
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W00-11	Acts for commander during brief absences.
W00-12	Acts as inspector general for inspections of subordinate activities.
	<u>00200:Command_Master_Chief</u>
W00-13	Advises Wing Commander on all matters dealing with enlisted policy and morale.
W00-14	Serves as special assistant to the Chief Staff Officer for enlisted matters.
W00-15	Responsible for effectively promoting command policy.
	<u>00400:Deputy_Equal_Opportunity_Officer</u>
W00-16	Has staff lead responsibility for all formal EEO program components including:
W00-17	Federal Women's Program
W00-18	Hispanic Employment Program
W00-19	Upward Mobility Program
W00-20	Handicapped/Disabled Veteran Program
W00-21	Federal Equal Opportunity Recruitment Program
W00-22	Discrimination Complaint Processing System
W00-23	Plans, implements, monitors and evaluates programs and procedures in support of the DON Equal Employment Opportunity Program
W00-24	Serves as permanent full time NAS DEED0.
	<u>00A00:Judge_Advocate</u>
W00-25	Perform duties in connection with legal matters.
W00-26	Keep Commander and Chief Staff Officer advised on all such legal matters.
W00-27	Furnish advice and opinions to all staff officers on legal aspects of official matters under cognizance of the Commander.
W00-28	Review proceedings, findings, opinions and recommendations of all courts of inquiry, boards of investigation, and single officer investigations conducted by subordinate

Function CODE/TITLE
 __Name__ TASKS

commands and prepare endorsing actions for signature.

W00-29 Review proceedings and recommendations of all administrative discharge hearings conducted by subordinate commands as per BUPERS manual.

W00-30 Coordinate selection of officers to serve as members of Special and General Courts-Martial.

W00-31 Maintain liaison with local civil law enforcement agencies and bar associations with reference to discipline and legal assistance.

W00-32 Assist with command inspections as required.

00B00:Public Affairs

W00-33 Assist Commander on all matters concerning public affairs.

W00-34 Maintain liaison with Public Affairs Officer of CNATRA, TRAWING commands and other local commands.

W00-35 Cultivate understanding and good will of civilian media representatives.

W00-36 Submit news and photograph release to station newspaper, Navy and public media.

W00-37 Submit hometown news releases as applicable.

W00-38 Coordinate weekly Wing Designation Ceremonies.

W00-39 Coordinate special public affairs events, eliciting support and assistance from other commands as needed.

W00-40 Maintain a scrapbook of media coverage concerning the command.

W00-41 Maintain files of background material and reference documents adequate for the above.

W00-42 Assist with command inspections as required.

00C00:Chaplain

W00-43 Provides professional guidance to the Wing Commander and promotes spiritual, religious, moral and personal well-being of all Wing members and their dependents.

W00-44 Perform traditional chaplain services plus support weekly designation ceremonies and other formal occasions requiring invocation and/or benediction.

Function CODE/TITLE

__Name__ TASKS

W00-45 Wing Commander's responsibilities as President of Local Navy Relief Program require frequent interface and support of Chaplain.

00D00:Aviation Safety

W00-46 Plan, direct and coordinate all facets of the Wing Safety Program in an effort to minimize aviation-related accidental injuries and losses.

W00-47 Coordinate, administrate and maintain an active accident prevention program within the Wing.

W00-48 Advise all staff officers and wing units on matters relating to aviation safety.

W00-49 Administrator of the Accident Prevention Program and serve as a permanent member of the Wing Aircraft Mishap Board while the Wing is an aircraft reporting custodian.

W00-50 Develop local safety standards, rules and regulations.

W00-51 Review and analyze all incoming information and inform cognizant personnel.

W00-52 Maintain a library on safety regulations, directives and publications.

W00-53 Assist with command inspections.

00E00/Occupational Safety and Health

W00-54 Plan, coordinate and administer an aggressive and continuing occupational safety and health program to prevent injury and occupational illness as a result of employment, recreation, residence or presence at all Wing units, and all property from damage or loss.

W00-55 Provide for the sub-elements of managing, training and monitoring to ensure the NAVOSH Program is implemented in accordance with Navy directives and statutory requirements.

W00-56 Advise staff officers and Wing units on all matters related to the NAVOSH Program.

W00-57 Assist with command inspections.

00F00/Management Services

W00-58 Provides management consultant and advisory services to the Wing Commander on matters affecting overall activity management.

Function CODE/TITLE
 __Name__ TASKS

W00-59 Acts as central point of contact for:

W00-60 Program Objective Memorandum (POM),

W00-61 Shore Requirements Standards and Manpower Planning
 System (SHORSTAMPS),

W00-62 Shore Required Operational Capability (SHOROC)
 Subsystem,

W00-63 Interservice Support Agreements (ISAs).

W00-64 Assists and advises the Wing staff and training squadrons in
 preparation of the various other common manpower reports.

W00-65 Supervises the Commercial Activity (CA) program.

W00-66 Advises the Wing Commander and Chief Staff Officer on
 organizational and functional guidelines.

00600/Comptroller

W00-67 Provide the Wing Commander and his staff with the necessary
 financial management information required in the conduct of
 assigned functions.

W00-68 Provide assistance as required to TRAWING commands in
 preparation and execution of budget within the framework of
 guidance provided by CNATRA and higher authority.

W00-69 Establish monetary controls as required to effectively
 monitor budget execution for TRAWING commands.

W00-70 Maintain direct liaison with CNATRA and TRAWING subordinate
 command RMS personnel on financial matters.

W00-71 Assist with command inspections as required.

00L00/Civil Engineer

W00-72 Review and coordinate shore facilities requirements and
 MILCON planning for the Wing and assigned activities.

W00-73 Review and recommend priorities for repair and minor
 construction, alterations and special projects submitted for
 funding.

W00-74 Monitor construction, maintenance and operation of public
 works and staff civil engineering assistance and
 consultative service as necessary.

W00-75 Assist with command inspections as required.

Function CODE/TITLE
 ___Name___ TASKS

00Q00/Human Resource Management Support System

- W00-76 Advise and keep the Wing Commander informed on matters relative to the Human Resource Management Support System (HRMSS).
- W00-77 Ensure records and documents are maintained in support of HRMSS programs.
- W00-78 Coordinate HRMSS programs for the Wing.
- W00-79 Coordinate the identification, screening and training of human resource management specialists or instructors (HMRS/I) and equal opportunity program specialist (EOPS) and Command Training team members.
- W00-80 Coordinate quota assignments to comply with HRMSS objectives.
- W00-81 Maintain direct liaison with Wing Commander and Chief of Staff Officer and with CNATRA Human Resources Development Programs Officer.
- W00-82 Assist with command inspections when such participation does not conflict with the privileged nature of HRMSS assistance visits.

00R00/Career Counselor

- W00-83 Advise the Wing Commander on enlisted and officer retention programs and statistics.
- W00-84 Provide career information and counseling to staff members.
- W00-85 Monitor subordinate command retention programs and assists with command inspections.
- W00-86 Attention to the staff organization of a career information and retention expert is required in order for the Wing Commander to be directly appraised of program accomplishments and statistical trends.

00S00/Flight Surgeon

- W00-87 Keep the Wing Commander informed on pertinent matters relative to aviation medicine and flight physiology.
- W00-88 Assist the Wing Commander in conducting personnel inspections of assigned squadrons when directed.
- W00-89 Perform routine Aviation Military Medicine duties, i.e., Sick Call and Aviation Physical Examinations.

Function	<u>CODE/TITLE</u>
<u>__Name__</u>	<u>TASKS</u>
W00-90	Assist with command inspections as required. <u>00T00/Senior_Marine</u>
W00-91	Advise Wing Commander and the Chief of Staff Officer on all matters relative to Marine Corps personnel assigned to TRAWING units.
W00-92	Maintain close contact with squadron senior marine officers and the Commanding Officer of the local Marine Aviation Training Support Group. <u>00V00/Academic_Training</u>
W00-93	Monitor academic training to ensure its accomplishment in accordance with approved syllabi.
W00-94	Maintain a continuous review and updating of instruction units.
W00-95	Develop and evaluate academic programs using the latest techniques in both teaching and training aids.
W00-96	Monitor academic programs to ensure standardization of information and methods with flight and flight support phase.
W00-97	Act as liaison in training device matters including planning for and effective utilization of training devices and simulators in support of approved syllabi.
W00-98	Assist with command inspections as required. <u>00W00/Supply</u>
W00-99	Advise and assist the Wing Commander in matters pertaining to aviation supply support within the Wing.
W00-100	Maintain supply discipline and exercise technical control over aviation supply matters.
W00-101	Monitor squadron Not Mission Capable Supply (NMCS).
W00-102	Coordinate and assist as necessary to resolve supply support problems.
W00-103	Conduct supply phase of command inspections as required. <u>00Y00/Communications</u>
W00-104	Perform duties in connection with staff communications matters and keep the Wing Commander and Chief Staff Officer advised concerning all such matters.

Function CODE/TITLE
 __Name__ TASKS

3.2.2 Administration

11000:Administration

- W11-1 Provide administrative support to the Wing Commander and staff.
- W11-2 Process all official correspondence and ensure it is in agreement with command policies and prescribed correspondence practices.
- W11-3 Provide control for forms and report program.
- W11-4 Coordinate military and civilian personnel requirements of the Wing.
- W11-5 Interpret, evaluate and implement policies and plans relative to manpower.
- W11-6 Coordinate and schedule command inspections as directed.
- W11-7 Monitor the preparation and submission of all reports of the duties of fitness of officers for which the Command is responsible.
- W11-8 Perform the duties of the Security Manager.
- W11-9 Monitor travel orders for military and civilian personnel.
- W11-10 Exercise supervision of duty yeoman.

3.2.3 Operations

37000/Operations/Training

- W37-1 Coordinate and supervise flight training of TRAWING commands.
- W37-2 Act as Hurricane Evacuation Officer.
- W37-3 Assist in establishing operational requirements and administer the Wing's operational plan.
- W37-4 Supervise NATOPS and Standardization programs.
- W37-5 Develop and publish detailed implementing directives, lesson plans, syllabi, or revision thereto, as directed by CNATRA to maintain high standards of flight and academic training.
- W37-6 Maintain appropriate training records and training statistical data.

Function __Name__	<u>CODE/TITLE</u> <u>TASKS</u>
W37-7	Coordinate intersquadron schedules and student assignments.
W37-8	Provide control features and performance review as appropriate to ensure effective appraisal of status to the Commander.
W37-9	Monitor student flow and flight training accomplishments.
W37-10	Prepare reports on programs and achievements of pilot training goals.
W37-11	Supervise the disposition of students referred to the Commander because of training failures.
W37-12	Assist with command inspections as required.
W37-13	Supervise airspace allocation and management.
W37-14	Submit airspace utilization reports as required.
	<u>37100/Standardization/NATOPS/IUT</u>
W37-15	Ensure the standardization of methods and procedures of instruction in accordance with the CNATRA Flight Training Instruction.
W37-16	Ensure adherence to NATOPS programs within the Wing.
W37-17	Administer periodic evaluations and maintain a continuous check of the instruction procedures and methods used within the Wing to ensure standardization.
W37-18	Monitor academic training classes and conduct a continuous review of existing publications, including FTI, NATOPS Manuals and associated instructions.
W37-19	Assist the Operations/Training Officer in preparing and revising flight and academic training instructions.
W37-20	Maintain close intercommand and fleet liaison with NATOPS Evaluators of similar aircraft models.
W37-21	Provide guidance and assistance as required to squadron NATOPS and Standardization programs.
W37-22	Observe, as appropriate, special exercises, tests and projects applicable to the model aircraft utilized.
	<u>37200/Training_Records</u>
W37-23	Ensure completeness, accuracy and prompt transmission of Aviation Training Jackets (ATJ).

Function CODE/TITLE
 __Name__ TASKS

- W37-24 Review, coordinate, and recommend changes to appropriate forms and administrative procedures.
- W37-25 Monitor degree of standardization in grading and format as evidenced in the ATJ.
- W37-26 Prepare statistical analysis of operational performance and current requirements of training squadrons.
- W37-27 Coordinate the preparation of program requirements, planning factors and student flying hour programs for the Wing.
- W37-28 Maintain statistical reports.
- W37-29 Assist with command inspections as required.

37300/Landing Signal Officer

- W37-30 Coordinate the training of squadron Landing Signal Officers to ensure standardization of techniques and familiarization with landing characteristics of aircraft assigned or scheduled for assignment.
- W37-31 Maintain necessary records.
- W37-32 Assist with command inspections as required.

37400/Instructor Training Unit

- W37-33 Provide training in a designated curriculum to qualify new instructor pilots in assigned aircraft.
- W37-34 Provide training to selected pilots transitioning to other aircraft.

37500/Airspace Liaison

- W37-35 Provide wing point of contact with FAA/CNATRA Staff for use, control and coordination of Special Use Airspace (MOAs) IR/VR Route and Restricted Areas (Target).
- W37-36 Coordinate ISAs, Letters of Agreement with NAS Interservice Support Manager.
- W37-37 Coordinate changes to routes or airspace boundaries and maintain records on airspace utilization.

3.2.4 Maintenance

41000/Maintenance/Logistics

- W41-1 Advise the TRAWING Commander on all matters pertaining to aircraft maintenance and logistics support.

Function __Name__	<u>CODE/TITLE</u> <u>TASKS</u>
W41-2	Make timely recommendations for aircraft and engine assignments and allowances within the Wing.
W41-3	Coordinate and monitor 3M system requirements and maintenance data application.
W41-4	Provide technical information and advice to TRAWING maintenance activities concerning 3M Maintenance Management and controls.
W41-5	Coordinate planning for the provision of Wing activities facilities, personnel, ground support equipment, material and logistics services.
W41-6	Monitor and coordinate aircraft maintenance performed by, and in support of, Wing units.
W41-7	Ensure Wing activities comply with directives issued by higher authority.
W41-8	Conduct liaison between units of the TRAWING and higher authority in matters pertaining to aircraft maintenance and material support.
W41-9	Coordinate scheduling of aircraft rework requirements.
W41-10	Administer and coordinate the activities of technical service representatives and contractor representatives assigned to the Wing.
W41-11	When applicable, perform necessary field contract surveillance and performance monitoring functions as the Contracting Officer's Technical Representative.
W41-12	Maintain and utilize statistical analysis and trend data on each activity to improve effectiveness and utilization of assets.
W41-13	Monitor policies, procedures and effectiveness of the FRAMP Program (TRAWINGS TWO and THREE).
W41-14	Monitor all units within the Wing to ensure that:
W41-15	All NAMP Selected Maintenance Programs are actively complied with.
W41-16	The 3M data collection program is complied with.
W41-17	Active and effective quality assurance MM (QA) and maintenance safety program exists.
W41-18	Proper approved maintenance practices and procedures

Function	<u>CODE/TITLE</u>
<u>__Name__</u>	<u>TASKS</u>

are employed.

W41-19	An effective aircraft maintenance training program is actively conducted, including FRAMP training.
W41-20	Program and supervise special studies to improve management of aircraft maintenance, materials and personnel.
W41-21	Prepare directives as required.
W41-22	Assist with command inspections as required.

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graph TD
    CO[COMMANDING OFFICER  
(00000)] --- CM[COMMAND MASTER CHIEF  
00200]
    CO --- DEEO[DEPUTY EEO OFFICER  
00400]
    CO --- EO[EXECUTIVE OFFICER  
00100]
    EO --- JA[JUDGE ADVOCATE  
00A00]
    EO --- CH[CHAPLAIN  
00C00]
    EO --- OSH[OCCUPATIONAL SAFETY & HEALTH  
00E00]
    EO --- CS[CAREER COUNSELOR  
00R00]
    EO --- COO[CORRECTIONS OFFICER  
00M00 (1)]
    EO --- CMG[CHIEF MASTER AT ARMS  
00P00 (1)]
    EO --- HRO[HUMAN RESOURCES MGMT OFFICER  
00Q00]
    EO --- PA[PUBLIC AFFAIRS  
00B00]
    EO --- AS[AVIATION SAFETY  
00D00]
    EO --- MS[MANAGEMENT SERVICES  
00F00]
    EO --- DP[DISASTER PREPAREDNESS  
00K00]
    EO --- EPO[ENVIRONMENTAL PROTECTION/ ECOLOGY OFF.  
00N00 (1)]
    EO --- CA[COUNSELING AND ASSISTANCE CENTER  
00X00 (2)]
    EO --- C[COMPTROLLER  
10000]
    EO --- CIV[CIVILIAN PERSONNEL  
120000]
    EO --- PW[PUBLIC WORKS  
18000 (1)]
    EO --- S[SECURITY  
15000]
    EO --- ADM[ADMINISTRATION  
11000]
    EO --- SUP[RECREATION  
22000 (1)]
    EO --- NE[NAVY EXCHANGE  
20000 (1)]
    EO --- AO[AIR OPERATIONS  
30000]
    EO --- AIM[AIRCRAFT INTERMEDIATE MAINTENANCE  
40000]
    EO --- TR[TRAINING  
70000]
  
```

NOTES: (1) DELETION OF NONAPPLICABLE BILLETTS AND CONSOLIDATION OF BILLETTS IS PERMITTED WITHOUT APPROVAL.
(2) THIS FUNCTION APPLIES NAVAL AIR STATIONS CORPUS CHRISTI, PENSACOLA AND MERIDIAN ONLY.

NOTES: (1) DELETION OF NONAPPLICABLE
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CORPUS CHRISTI, PENSACOLA,
AND MERIDIAN ONLY.

Figure 4.1

4. Naval Air Station Functions

4.1 Individual Tasks

4.1.1. Command and Executive

Function	<u>CODE/TITLE</u>
<u>__Name__</u>	<u>TASKS</u>

00000:Commanding Officer

- A00-1 Conducts affairs in accordance with NAVREGS.
- A00-2 Ensures full use of facilities and resources.
- A00-3 Responsible for support operations of aviation activities and units of the Naval Air Training Command and other activities and units as designated by the Chief of Naval Operations.
- A00-4 Directs operations of the activity.
- A00-5 Responsible for controlling directives concerning policies, procedures, workload, funding, organization, staffing and facilities, and ensure that productive output of the activity is both timely and of appropriate quality and quantity.

00100:Executive Officer

- A01-1 Assists Commanding Officer in performance of his duties.
- A01-2 Exercises supervision over all activity functions.
- A01-3 Recommends new policies or changes to current policies.
- A01-4 Relieves the Commanding Officer of routine matters.
- A01-5 Coordinates disaster functions.
- A01-6 Determines apportionment of military allowances and civilian ceilings.

00200:Command Master Chief

- A00-6 Responsible for advising the Commanding Officer as the representative of the enlisted community for all matters dealing with enlisted policy and morale.
- A00-7 Serves as the special assistant to the Executive Officer for enlisted matters.

Function CODE/TITLE
Name TASKS

A00-8 Responsible to the Commanding Officer/Executive Officer for effectively promoting command policy.

00400:Deputy_Equal_Employment_Opportunity_Officer

A00-9 Has staff lead responsibility for all formal EEO program components including:

A00-10 Federal Women's Program.

A00-11 Hispanic Employment Program.

A00-12 Upward Mobility Program.

A00-13 Handicapped/Disabled Veteran Program.

A00-14 Federal Equal Opportunity Recruitment Program.

A00-15 Discrimination Complaint Processing System.

A00-16 Plans, implements, monitors and evaluates programs and procedures in support of the DON Equal Employment Opportunity Program.

A00-17 Serves as Wing and Squadron DEEOO.

00A00:Judge_Advocate

A00-18 Provides legal opinions and assistance in connection with the official business of the activity.

A00-19 Provides legal advice to military personnel and their dependents in accordance with existing directives.

A00-20 Additional requirements as assigned by higher authority.

00B00:Public_Affairs

A00-21 Directs an internal and external program of community, media and public relations concerning official activities and personnel of the command to gain the respect and cooperation of the general public, local community and industry for the Navy, Naval Aviation and the Naval Air Reserve in accordance with existing directives.

00C00:Chaplain

A00-22 Provides professional direction to the Commanding Officer in religious matters, and promotes the spiritual, religious, moral, corporate and personal well-being of members of this activity, their dependents and other authorized persons by providing ministries appropriate to their rights and needs in accordance with OPNAVINST 1730.1.

Function CODE/TITLE
 __Name__ TASKS

00000:Aviation_Safety

- A00-23 Plans, coordinates and administers the aviation safety program of the activity in accordance with existing directives which includes the review, evaluation and inspection of pertinent operations, procedures, equipment and facilities of the activity to ensure proper application of appropriate safety standards.
- A00-24 Conducts a continuous education program in all aspects of aviation safety.
- A00-25 Investigates aircraft accidents and evaluates aircraft accident intelligence.

00E00:Occupational_Safety_and_Health

- A00-26 Plans, conducts and administers comprehensive, 24-hour a day, occupational safety and health programs to prevent injuries and occupational illnesses as a result of employment, recreation, residence or presence.
- A00-27 Provides guidance to prevent the damage or loss of equipment, material and facilities.
- A00-28 These programs contain sub-elements of managing, budgeting, inspecting, mishap investigating and analysis, hazard abatement, standards, training, procurement, custody and issue of personal protective equipment, and monitoring to ensure the NAVOSH Program is implemented in accordance with Navy directives and statutory requirements.
- A00-29 Serves as principal advisor to the Commanding Officer and department heads on all matters relating to the NAVOSH Program.

00F00:Management_Services

- A00-30 Provides management consultant and advisory services to the Commanding Officer on matters affecting overall activity management.
- A00-31 Administers the Position Management Program.
- A00-32 Administers the Inter-service Support Agreements.
- A00-33 Administers the Commercial Activities Program.
- A00-34 Administers the SHORSTAMPS/SHOROC.
- A00-35 Administers such other programs as assigned by the Commanding Officer.

Function CODE/TITLE
 __Name__ TASKS

A00-36 Recommends allocations of personnel ceilings in conjunction with other department heads and special assistants.

00K00:Disaster_Preparedness

A00-37 Develops and administers a station Damage Control Center Program which ensures readiness to cope with emergency situations, the effects of damage, sabotage, natural disaster or domestic emergencies.

00M00:Corrections_Officer

A00-38 Provides correctional center services as specified by higher authority.

A00-39 Performs custodial and guard functions in conjunction with custody, release and transfer of prisoners.

A00-40 Controls visits to the corrections center.

A00-41 Provides and coordinates counseling services.

A00-42 Provides training for personnel engaged in the correctional center program.

00N00:Environmental_Protection/Ecology_Officer

A00-43 Coordinates all actions and/or programs that affect the environment as delineated in OPNAVINST 6240 series.

A00-44 Maintains records and current information concerning all aspects of the activity's operations significantly affecting the quality of the environment.

A00-45 Advises the command on the feasibility of taking actions to improve environmental quality.

00P00:Chief_Master-at-Arms

A00-46 Assists the Executive Officer in maintenance of good order and discipline.

A00-47 Performs such duties as set forth in OPNAVINST 3120.32 or superseding directives.

Function CODE/TITLE
 __Name__ TASKS

00000:Human Resources Management Officer

- A00-48 Advises the Commanding Officer on Human Resources Management matters.
- A00-49 Administers the NAS HRM Program including:
- A00-50 Drug and Alcohol Abuse education, prevention and counseling.
- A00-51 Equal Opportunity programs and training.
- A00-52 Military Affirmative and Command Action planning and execution.
- A00-53 Prepares HRM Program reports, maintains HRM Program data and records. (When approved, may be established as a separate department, Code 16000.)

00R00:Command Career Counselor

- A00-54 Advises the Commanding Officer on retention matters.
- A00-55 Provides career counseling and career information to command personnel.
- A00-56 Coordinates the selection and training of and monitors the command retention team.
- A00-57 Prepares required reports, maintains career counseling and retention data and records.

00X00:Counseling and Assistance Center

- A00-58 Directs and manages activities associated with the Counseling and Assistance Center. (This function applicable to NAS Corpus Christi, Meridian and Pensacola only.)

NONE:Officer-in-Charge, Naval Construction Battalion Unit

- A00-59 Provides a construction unit contingency augment capability and assures unit and individual skill training essential to required readiness posture.
- A00-60 Assists local shore activities in the implementation of an effective self-help program within the scope of OPNAVINST 11000.8F.
- A00-61 Performs repairs, alterations, minor construction and disaster recovery operations in accordance with OPNAVINST 5450.188A.

Function CODE/TITLE
 __Name__ TASKS

4.1.2 Comptroller Department

10000:Comptroller

- A10-1 Integrates financial management operations to provide the Commanding Officer with factual data which will contribute to the efficient and economical management of the activity.
- A10-2 Provides technical guidance and advice in budget formulation, review and execution.
- A10-3 Recommends allocation of civilian personnel ceilings in conjunction with other department heads and special assistants.
- A10-4 Evaluates progress against the financial plan.
- A10-5 Maintains a program of internal review for financial systems of the activity.
- A10-6 Coordinates requirements of financial management systems for data processing applications.

00A00:Administrative and Planning

- A10-7 Provides personnel and office services.
- A10-8 Maintains central files.
- A10-9 Controls mail service.
- A10-10 Prepares organization and function charts, and personnel listing.
- A10-11 Formulates and suggests changes to personnel and administrative policies.

10B00:Internal Review

- A10-12 Conducts periodic, cyclic or special studies and reviews to evaluate the adequacy, propriety and effectiveness of existing financial and related systems, operations, controls and directives.
- A10-13 Develops recommended corrective action and improvements and assists in implementation as appropriate.
- A10-14 Conducts audits of non-appropriated funds.
- A10-15 Renders professional assistance regarding application of sound principles.
- A10-16 Coordinates station actions on financial recommendations

Function __Name__	CODE/TITLE TASKS
----------------------	---------------------

resulting from audits or surveys by outside agencies.

10100:Accounting_Division

- | | |
|--------|---|
| A10-17 | Provides direct administration or technical supervision of all memorandum accounting functions of the activity. |
| A10-18 | Provides technical support for tenant activities. |
| A10-19 | Maintains plant property accountability records and coordinates the physical inventory of such property. |
| A10-20 | Prepares and submits financial management reports. |
| A10-21 | Performs timekeeping and provides supervision over activity timekeeping operations. |
| A10-22 | Maintains liaison with NETFIPC for all accounting matters affecting the activity, performs cost accounting, e.g., man-hour, labor and material cost distribution, including allocation of overhead to direct work where applicable. |
| A10-23 | Develops, issues and maintains job order and other cost and fiscal coding instructions for collecting and reporting financial data. |
| A10-24 | Serves as the focal point for all inputs to the NETFIPC. |

10200:Budget_and_Progress_Analysis_Division

- | | |
|--------|---|
| A10-25 | Plans, develops, installs and operates a comprehensive activity budget system. |
| A10-26 | Interprets budget guidance from higher authority. |
| A10-27 | Issues budget guidance for the station, and advises and assists department heads and other staff offices in the preparation of budgets and justification for funds. |
| A10-28 | Consolidates and realigns budget data. |
| A10-29 | Prepares final station budget; presents it to station budget advisory committee (or equivalent), and prepares directed revisions. |
| A10-30 | Recommends distribution of available funds to activity managers and adjustments thereto as required by program requirements. |
| A10-31 | Monitors fund status and trend data to prevent over-commitment, over-obligation or over-expenditure of funds. |

Function	<u>CODE/TITLE</u>
<u>__Name__</u>	<u>TASKS</u>

A10-32 Analyzes such data against planned and available resources and workload, and reports significant findings and trends to command.

A10-33 Assists in the administration of the manpower ceiling control program.

4.1.3 Administration Department

11000:Administration Department

A11-1 Provides general administrative services for the command.

A11-2 Operates the centralized portion of the activity mail, file, correspondence, directives, duplicating and messenger systems; and exercises technical coordination of such systems and services throughout the activity.

A11-3 Provides rapid communications, cryptographic and registered publication services where a communications department is not authorized.

A11-4 Develops local policy and procedures for safeguarding classified material and monitors compliance.

A11-5 Administers the military personnel program.

11100:Administrative Services Division

A11-6 Receives, routes and processes incoming mail, and dispatches outgoing mail.

A11-7 Maintains centralized portion of activity correspondence files and master directives files.

A11-8 Develops and administers activity paperwork management techniques which include reports management, forms management, directives systems, correspondence management, records systems, records disposition, micro-photography and office equipment management.

A11-9 Provides local reproduction and printing services where authorized.

A11-10 Provides technical liaison with Navy Publication and Printing Service activities in connection with off-station printing.

A11-11 Operates Navy Post Office.

A11-12 Provides typing, clerical and stenographic services upon request.

Function	CODE/TITLE
__Name__	TASKS

A11-13 Provides guard mail distribution and messenger services.

11200: Military Support Division

A11-14 Coordinate military training, information and education programs and operation of barracks facilities for enlisted personnel.

11300: Communications Division

A11-15 Provides rapid communication services to meet the requirements of the activity and for other stations for which it stands communications guard.

A11-16 Provides cryptographic services and analysis.

A11-17 Maintains registered publications.

4.1.4 Civilian Personnel Department.

12000: Civilian Personnel Department. Civilian personnel administration is a staff function to line management. It is the policy of the Deputy Assistant Secretary of the Navy that each activity employing 100 or more employees establish a single civilian personnel staff responsible for advising and assisting command in developing and administering a civilian personnel management program to meet its needs.

The typical organization promulgated by Civilian Manpower Management Instruction (CMMI 250D) has been adopted as the organization standard for civilian personnel administration with the following modification and amplification:

a. Employee Relations and Employee Services are usually combined into an Employee Relations and Services Division.

b. Employee counseling, labor-management relations, performance evaluation, and incentive awards functions are assigned to the Employee Relations and Services Division.

A small activity may not require a civilian personnel staff large enough to warrant the formal establishment of branches as indicated in the standard organization. However, in such cases, a Civilian Personnel Officer should be appointed as a special assistant to the Commanding Officer, to direct a small group of qualified personnel in carrying out functions. These functions should be grouped insofar as possible in relation to Branch responsibilities when assigning functions to individuals within the limited staff. In all cases, specific responsibility for each personnel function should be specifically assigned.

Function CODE/TITLE
 __Name__ TASKS

12100:Wage_and_Classification_Division

- A12-1 Develops and administers activity wage and classification policies and procedures.
- A12-2 Provides guidance in the preparation of position and rating descriptions.
- A12-3 Evaluates and classifies graded positions.
- A12-4 Makes ungraded rating determinations.
- A12-5 Interprets additional pay provisions.
- A12-6 Processes classification and rating appeals.
- A12-7 Participates in wage surveys.

12200:Employment_Division

- A12-8 Develops and administers a recruitment and placement program based upon activity employment policies and procedures.
- A12-9 Assists line management in determining training needs and in establishing and carrying out training programs.
- A12-10 Recruits, tests, places and separates employees.
- A12-11 Administers the activity promotion program.
- A12-12 Develops qualification requirements for positions.
- A12-13 Conducts reductions in force.
- A12-14 Processes personnel actions, maintains personnel records and prepares personnel reports.

12300:Training_and_Employee_Development_Division

- A12-15 Develops and administers activity training policies and procedures.
- A12-16 Assists line management in determining training needs and in establishing and carrying out training programs.
- A12-17 Provides conference leadership and instructor training.
- A12-18 Coordinates and schedules activity training, providing facilities, equipment aids and instructors.

Function CODE/TITLE
 __Name__ TASKS

12400:Employee Relations and Services Division

- A12-19 Develops and administers activity employee relations and services policies and procedures.
- A12-20 Advises employees and management on matters of employee grievances, disciplinary actions, group problems (employee organizations, employee councils), retirement, leave, veterans affairs, equal employment practices, life and health insurance.
- A12-21 Administers performance evaluation rating and incentive awards programs.
- A12-22 Fosters and encourages improved communications between management and employees.
- A12-23 Assists in determining and establishing needed employee services, such as recreational activities, credit unions, blood donors, food services, transportation and welfare services; monitors their operations.
- A12-24 Coordinates solicitation of funds for charitable and health purposes.
- A12-25 Administers the Federal Employees Compensation Act and Federal Employees Health and Counseling Programs.

4.1.5 Security Department

a. At activities where physical security services and structural fire protection are provided by another command, a Security Department is not authorized. In such cases, the Administration Office shall be assigned responsibility for coordinating such services for the activity, and for performing other security functions as required.

b. The consolidation of all structural and aircraft fire fighting and rescue functions shall be under the operational, administrative and technical control of the Air Operations Department.

15000:Security Department

- A15-1 Protects the activity against unlawful entry, sabotage, espionage, theft or other covert acts.
- A15-2 Enforces internal police regulations.
- A15-3 Investigates crimes.
- A15-4 Maintains liaison and coordinates with federal, state and local law enforcement agencies.

Function CODE/TITLE
 __Name__ TASKS

15A00:Special Assistant (Investigator)

A15-5 Investigates vehicular accidents to fix traffic violation responsibility, crimes committed on the station not within the jurisdiction of the Federal Bureau of Investigation or Office of Naval Intelligence and other incidents as directed.

15100:Administrative Division

A15-6 Performs clerical tasks for the department.

A15-7 Issues temporary personal passes and vehicular registrations.

A15-8 Provides fingerprinting services.

15200:Investigative Division

A15-9 Provides criminal and traffic investigation within the jurisdiction of the station.

15300:Police/Guard Division

A15-10 Provides protection of government and private property within the jurisdiction of the station by enforcing physical security regulations and providing the following protective measures and services:

A15-11 Perimeter security.

A15-12 Vehicular and pedestrian traffic control.

A15-13 Security patrols.

A15-14 Traffic court.

A15-15 Enforcement of vehicle code.

A15-16 Protection of personnel from riots and other disturbances.

4.1.6 Human Resources Management Department

16000:Human Resources Management Department

A16-1 Coordinates, supervises, and provides administrative, budgetary and material support for human resources programs which serve active, retired and dependent military personnel through the operation of facilities that perform family services, equal opportunity/race relations counseling, career counseling, drug abuse control and alcoholism prevention.

Function __Name__	<u>CODE/TITLE</u> <u>TASKS</u>
A16-2	Serves as a link between military human resource programs and similar programs administered by private, state and federal agencies. <u>16100:Family_Services_Center</u>
A16-3	Provides information, referral and follow up on family related matters, counseling and information, housing, welfare and service organizations.
A16-4	Provides welcome aboard information and newcomer assistance, spouse indoctrination classes, assistance for retired personnel, and coordinates the Sponsor Program. <u>16200:Programs_Division</u>
A16-5	Administers the Equal Opportunity/Race Relations (EO/RR) Program for military personnel.
A16-6	Coordinates the development and implementation of the command military Affirmative Action Plan (AAP) and the Command Action Plan (CAP).
A16-7	Coordinates the Drug and Alcohol Program (DAPA).
A16-8	Coordinates the Drug Abuse Program.
A16-9	Coordinates the Collateral Duty Alcoholism (CODAC).
A16-10	Coordinates testing to determine extent of drug/alcohol use and referrals.
A16-11	Administers the command Military Indoctrination Program and coordinates the activities of the Command Training Team (CTT).
A16-12	Conducts HRM surveys.
A16-13	Reviews Brig confinee requests. <u>16300:Career_Counselor</u>
A16-14	Provides career counseling services for military personnel.
A16-15	Presents information concerning career opportunities, incentives, rights and benefits, and advantages of a Navy career.
A16-16	Organizes and implements an aggressive enlisted retention program.

Function CODE/TITLE
 __Name__ TASKS

16400:Counseling and Assistance Center

A16-17 Directs and manages the Counseling and Assistance Center, Alcohol Rehabilitation Drydock, and Navy Alcohol Safety Action Program facilities for common support as required by higher authority, provides drug/alcohol education control and counseling for personnel and their dependents.

4.1.7 Public Works Department. Uniform organizational patterns and modules for Public Works (PW) departments predicated on size and complexity of scope of operations, are provided in NAVFAC P-318, "Organization and Functions for Public Works Departments." Naval Air Stations obtaining services on a reimbursable basis, may establish a special assistant or staff office designated "Civil Engineer" or "Facilities Management Office," with one or more technical billets or positions. NAVFAC P-318 should be used as a guide for forming the organization of PW departments below the division level.

18000:Public Works Department

A18-1 Responsible for all station facilities management functions, including: facilities planning, design, programming, and construction.

A18-2 Real estate management.

A18-3 Facilities inspection, maintenance, repair, minor construction, alteration and equipment installation.

A18-4 Self-help program.

A18-5 Contract administration.

A18-6 Utilities systems operation and maintenance.

A18-7 Facility disposal.

A18-8 Transportation fleet management operation and maintenance, including weight-handling equipment.

A18-9 Housing administration.

A18-10 Environmental control and conservation programs.

A18-11 Is the Energy Conservation Program Coordinator.

18100:Administrative Division

A18-12 Responsible for all matters pertaining to PW organization, methods, procedures, work flow, work measurement (except shop work methods and techniques), civilian personnel, office services, reproduction, reports, statistics, plant

Function	<u>CODE/TITLE</u>
__Name__	<u>TASKS</u>

account inventories, budget and finance.

A18-13 When local conditions warrant material purchases by the PW department, this function will normally be performed by this division.

18200:Maintenance_Control_Division

A18-14 Integrates the short and long range maintenance plan and workload program by performance of following specific functions:

A18-15 Screens and classifies all work requests (including emergency services prior to submission to shops);

A18-16 Continuously inspects public works and public utilities to reveal need for maintenance;

A18-17 Prepares manpower and material estimates for job orders;

A18-18 Approves job orders within limits specified by PWD;

A18-19 Determines need for engineering advice and assistance;

A18-20 Reviews and recommends funding for special maintenance, alteration and repair projects;

A18-21 Initiates request to perform work by contract when applicable;

A18-22 Inspects maintenance service contracts (in the absence of a Contracts Administration Division).

A18-23 Monitors the Engineered Performance Standards (EPS) Program by reviewing work data to determine need for change in work methods, standards, procedures and processes.

A18-24 Prepares all estimated standing job orders and specifies frequencies of dynamic equipment inspection services.

18300:Engineering_Division

A18-25 Responsible for and provides following services:

A18-26 Engineering services, with regard to public works and public utilities, for all matters pertaining to engineering studies and reports;

A18-27 Preliminary designs and estimates for special repair and improvement projects;

A18-28 Engineering designs, including development of plans and specifications;

Function CODE/TITLE
 __Name__ TASKS

A18-29 Field engineering, including hydrographic and subsurface surveys;

A18-30 Energy resources management;

A18-31 Maintenance of technical plan files and records.

A18-32 Responsible for preparation of Shore Facilities Planning reports, submission of basic data required for preliminary engineering studies, including environmental impact analyses and project economic analyses, and for review and maintenance of AICUZ studies.

18400:Housing Division

A18-33 Management responsibilities for a centralized Family Housing Office.

A18-34 Responsibility for management of all aspects of family housing including:

A18-35 Conduct of housing requirements surveys;

A18-36 Programming housing acquisitions, planning for operation, maintenance, repairs, alterations and improvements;

A18-37 Translation of plans and programs into budgetary requirements;

A18-38 Application of resources (both funds and manpower);

A18-39 Control, issue and repair of household furniture and equipment;

A18-40 Assignment and utilization of housing units;

A18-41 Supervision of rentals and leasing of units;

A18-42 Habitability inspections;

A18-43 Surveillance of occupant maintenance and self-help projects, preparation and review of all housing reports such as inventory, occupancy, housing referral, and financial;

A18-44 Surveillance of conservation programs (manpower, funds, utilities);

A18-45 Comparison of operational performances to goals;

A18-46 Administration of housing referral services;

Function __Name__	CODE/TITLE TASKS
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A18-47	Maintaining close working relationships with other organizational entities which perform functions or services for the Housing Division;
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A18-48	Liaison with municipal authorities, local officials and community groups for the achievement of common goals.
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18A00:Shops_Engineer

A18-49	Directs and coordinates the operation of Maintenance, Utilities and Transportation Divisions, and where established, Contract Administration Division.
--------	--

A18-50	Maintains liaison with other components of the activity on transportation, utilities and maintenance matters.
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18500:Maintenance_Division

A18-51	Provides Dynamic Equipment Inspection/Service (DEIS), and performs maintenance for all public works including buildings, grounds, ground structures, roads and trackage.
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A18-52	Provides maintenance for all public utilities including electric, water, steam, air, gas, fuel oil, sanitary systems and refrigeration units. When authorized, this responsibility includes repair, alteration and new construction incident to maintenance except work that may be done by private contract.
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A18-53	For utility plants and systems, performs all maintenance work other than that assigned to the Utilities Division.
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A18-54	Provides caretaking services and services for the upkeep of all grounds of the activity.
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A18-55	Collects and disposes of garbage, trash and refuse.
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A18-56	Accomplishes insect and rodent control services.
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18600:Transportation_Division

A18-57	Provides transportation and equipment services to all components of the activity, including:
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A18-58	Operating vehicle and equipment pools;
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A18-59	Operating scheduled and unscheduled passenger and freight transport systems;
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A18-60	Maintaining automotive, construction, railroad, mobile fire fighting and weight-handling (materials-handling) equipment.
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Function	<u>CODE/TITLE</u>
<u>__Name__</u>	<u>TASKS</u>

A18-61 Responsible for determining required transportation equipment maintenance and repair, scheduling of the work, accomplishment of maintenance and overhaul, inspection of the work in progress, final acceptance inspection of the work when completed.

A18-62 Responsible for transportation utilization analyses and reporting.

18700:Utilities_Division

A18-63 Operates utility plants and distribution systems.

A18-64 Responsible for operation, operator inspection, DEIS and service work in accordance with maintenance management procedures for power, heating, refrigerating, compressed air, water and sewage treatment plants.

A18-65 Provides feeder data for Utilities Management Systems.

A18-66 Promotes and supports utilities conservation.

18800:Contracts_Administration_Division

A18-67 Responsible for administering maintenance service contracts, including inspection, based on contractual authority vested in the PWO/OICC.

A18-68 Provides orderly execution of maintenance service contracts covering procurement of facilities and services authorized by Armed Services Procurement Regulations and Navy Regulations.

A18-69 Assures contract obligations are funded including cost proration shared by participating activities.

18900:SEABEE_Division_(NAS's_not_having_CBUs)

A18-70 Provides military personnel (SEABEES) for supervision and execution of the station Self-Help Program in accordance with policies and procedures of OPNAVINST 11000.8F.

A18-71 Assists other Public Works Departments in planning, design and material procurement in support of the Self-Help Program.

A18-72 Performs repairs, alterations, minor construction and disaster recovery operations in accordance with OPNAVINST 5450.188A.

Function CODE/TITLE
 __Name__ TASKS

4.1.8 Supply Department. The organization of a supply department will vary with its size, scope and mission. The task breakdown given here is for a large supply department such as at NAS Corpus Christi and NAS Pensacola. Smaller supply departments are located at NASs Chase Field, Kingsville, Meridian and Whiting Field. The same functions are conducted but in the smaller departments there has been some consolidation of the functions into fewer divisions.

19000:Supply Department

A19-1 Provides material support to station departments, tenants and assigned activities by procurement, receipt, storage, issue, shipment, and disposal of material and equipment.

19100:Planning and Administrative Division

A19-2 Plans and develops departmental programs.

A19-3 Develops organization.

A19-4 Systems and procedures for optimum utilization of resources.

A19-5 Prepares budget studies.

A19-6 Coordinates the Uniform Automatic Data Processing Systems-Supply Points (UADPS-SP) between the Fleet Material Support Office (FMSO), the Automatic Data Processing (ADP) activity and supported activities.

A19-7 Performs personnel and office services functions for the department not performed by other departments of the activity.

19200:Technical Division

A19-8 Provides technical information on Navy material as required.

A19-9 Screens command and other authority bulletins and recommends appropriate action.

A19-10 Assists other components in identification of material and in determining the identity of items inadequately described on documents.

A19-11 Determine interchangeable and substitute items when appropriate.

19300:Inventory Division

A19-12 Conducts inventories in accordance with established schedules and special requests.

Function __Name__	<u>CODE/TITLE</u> <u>TASKS</u>
A19-13	Reconciles stock records and money value differences between the physical count and stock record card balances.
A19-14	Performs causative research on inventory adjustments and accounting adjustments when such accounting adjustments are as a result of items and financial record reconciliations.
	<u>19400:Purchase_Division</u>
A19-15	Performs the contracting, contractual administration and small purchase functions for assigned area.
	<u>19500:Material_Division</u>
A19-16	Receives, stores and issues material.
A19-17	Operates retail outlets.
A19-18	Provides personal property shipment and receiving services.
A19-19	Performs traffic management, packing, shipping and material receipt and inspection functions.
	<u>19600:Inventory_Management_Division</u>
A19-20	Plans, directs and administers a comprehensive inventory management and material readiness program. Maintains liaison with Navy ICPs, DOD and GSA supply agencies in support of the material programs.
A19-21	Maintains appropriate item and financial records.
	<u>19700:Aviation_Support_Division</u>
A19-22	Administers the supply functions in support of organizational and intermediate maintenance activities operating under the 3M program.
A19-23	Serves as liaison between the supply department and local maintenance activities.
A19-24	Prepares supply documents and performs technical research.
A19-25	Delivers and picks up material.
A19-26	Accounts for repairable components due from organizational and intermediate maintenance activities.
A19-27	Maintains rotatable pools, pre-expended bins.
A19-28	Manages AWP storage area and controls requisitions.

Function CODE/TITLE
 __Name__ TASKS

19800:Food_Services_Division

- A19-29 Operates the general mess.
- A19-30 Receives, stores and issues provisions.
- A19-31 Maintains required records.
- A19-32 Submits reports and returns in compliance with existing instructions.

19900:Fuel_Division

- A19-33 Performs receipt, storage, accountability and issue functions for both bulk and retail POL products.
- A19-34 Delivers POL for use in both vehicles and aircraft.
- A19-35 Performs quality control for all stored POL products.
- A19-36 Maintains and operates distribution systems, facilities, fillstands and refuelers.

4.1.9 Navy_Exchange_Department. Military command of the Navy Exchange Department is exercised by the Commanding Officer in the same manner as for any other department of the command. The management and technical control of the exchange is exercised by the Navy Resale System Office through the Commanding Officer. The functional organization given here is for a large air station.

20000:Exchange_Department

- A20-1 The Navy Exchange provides a convenient and reliable source from which authorized patrons may obtain, at lowest practical cost, articles and services required for their well-being and contentment.
- A20-2 The Navy Exchange provides, through profits, a source of funds to be used for the welfare and recreation of military personnel.

20100:Merchandising_Division

- A20-3 Interprets, coordinates and administers the merchandising policies and procedures prescribed in the Navy Exchange Manual.
- A20-4 Implements prescribed procurement and stock control.
- A20-5 Operates the retail store.

Function __Name__	<u>CODE/TITLE</u> <u>TASKS</u>
	<u>20200:Accounting_Division</u>
A20-6	Maintains business transaction records.
A20-7	Administers and controls various funds, services and related activities.
A20-8	Directs the Exchange Administrative Services.
	<u>20300:Warehouse_Division</u>
A20-9	Receives, marks, stores and issues merchandise to be distributed to retail stores, service activities and their branch locations.
	<u>20400:Branch_Exchange_Division</u>
A20-10	Operates retail stores and exchange services at designated activities.
	<u>20500:Personal_Services_Division</u>
A20-11	Operates all Exchange Personal Services Activities, clothing services, barber and beauty shops, optical and flower shops, etc., and all contract services.
	<u>20600:Vending_Division</u>
A20-12	Prepares, maintains, records, contracts and controls vending machine operations.
	<u>20700:Food_Services_Division</u>
A20-13	Operates all Exchange Cafeterias, snack bars and mobile canteens rendering accounting records and reports for each location.
	<u>20800:Automotive_Services_Division</u>
A20-14	Procures, dispenses and maintains operating reports and accounting records of gasoline, oil and automotive accessory sales.
A20-15	Renders service to privately owned automotive vehicles.
	<u>20900:Maintenance_Division</u>
A20-16	Maintains records of all fixed assets, schedules and performs routine preventive maintenance on all equipment and interior facilities, and coordinates facilities improvement projects.

Function CODE/TITLE
 __Name__ TASKS

4.1.10 Recreational Services Department. The Recreational Services Department concept brings all NMPC-managed non-appropriated fund recreation and mess programs under one organizational head; and allows consolidation of numerous management functions, such as accounting, personnel, payroll and procurement. This form of organization is normally used by medium and large installations, due to the scope and complexity of the programs offered. While this form of organization offers economies not fully realizable under a separate recreation and mess organization, it also requires a departmental staff possessing expertise in both recreation and mess management in order to function successfully. The use of this form of organization is available to all NATRACOM installations, as considered appropriate with prior CNATRA approval.

22000:Recreational Services Department

- A22-1 Develops, promotes and operates recreation programs, athletic programs, library and hobby craft programs.
- A22-2 Administers the use of all recreation funds, develops financial plans and services designed to improve the well-being, morale and welfare of military personnel and their dependents.
- A22-3 Directs special studies and projects as necessary to maintain facilities and advance the recreation programs to meet the leisure time needs of authorized participants.
- A22-4 Administers the Annual Composite Recreation Fund Budget.
- A22-5 Operates NMPC Open Mess Program, providing professional dining facilities for military and dependent personnel as authorized by higher authority.
- A22-6 Promotes a well-rounded program of entertainment and specialized services to Open Mess patrons.
- A22-7 Provides package store services to military personnel.
- A22-8 Through operation of the Unaccompanied Officer Personnel Housing, provides housing accommodations for unaccompanied, transient and temporary officer and civilian personnel.

22100:Common Support Office Division

- A22-9 Performs administrative, accounting, procurement and property record maintenance services for all NAFIs, i.e., Recreation, COM, CPS, etc.
- A22-10 Administers personnel program for all NAFIs including recruitment, processing and indoctrination of new employees.
- A22-11 Maintenance of employees personnel and payroll records.

Function CODE/TITLE
 __Name__ TASKS

A22-12 Coordinates personnel matters with Civilian Personnel Department as required.

A22-13 Training of non-appropriated fund employees.

A22-14 Promotion of equal employment and promotion opportunity for all employees and the promotion and monitoring of departmental employees safety program.

A22-15 Assist serviced NAFIs with budget preparation.

22400:Recreational Division

A22-16 Develops, promotes and operates recreation, athletic, library and hobby craft programs.

A22-17 Administers the use of all recreation funds, develops financial plans and services designed to improve the well-being, morale and welfare of military personnel and their dependents.

A22-18 Directs special studies and projects as necessary to maintain facilities and advance the recreation programs to meet the leisure time needs of authorized participants.

A22-19 Administers the Annual Composite Recreation Fund Budget.

22900:Mess Division

A22-20 Operates BUPERS-managed Open Messes and Consolidated Package Store, providing professional food, beverage and entertainment service to military, dependent station and tenant activity personnel.

A22-21 Operates Bachelor Officers' Quarters, providing professionally managed housing facility for bachelor officers and other residents.

4.1.11 Air Operations Department

30000:Air Operations Department

A30-1 Operates airfield and provides services to support operations of activity, tenant and transiting aircraft.

A30-2 Provides fire fighting functions, both structural and fire and rescue.

A30-3 Provides air traffic control.

A30-4 Operates air terminal.

Function __Name__	CODE/TITLE TASKS
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A30-5	Schedules administrative and proficiency flights.
A30-6	Repairs and maintains station ground electronic equipment.
A30-7	Stores, maintains and issues assigned ordnance and munitions.
A30-8	Operates firing ranges.
A30-9	Performs organizational maintenance on assigned aircraft and line-servicing functions for transiting aircraft.
A30-10	Provides organizational (prepositional) maintenance support equipment and organizational maintenance facilities for supported activities where separate Aircraft Maintenance Department is not established.

30100:Administrative Division

A30-11	Provides administrative services to the department, including:
A30-12	Receipt and distribution of mail;
A30-13	Procurement of office supplies and equipment;
A30-14	Prepares administrative and financial reports;
A30-15	Processes civilian and enlisted personnel actions;
A30-16	Provides typing and stenographic services;
A30-17	Maintains departmental files and financial records;
A30-18	Performs required administrative tasks related to technical training of department personnel.

30200:Air Traffic Control Division

A30-19	Operates the surveillance and precision radar systems.
A30-20	Operates the control tower and issues flight clearances.
A30-21	Controls all phases of military flight operations with the vicinity of the airfield.
A30-22	Coordinates air traffic control matters.

30300:Flight Support Division

A30-23	Operates air terminal facilities.
A30-24	Schedules administrative and proficiency flights.

Function CODE/TITLE
 __Name__ TASKS

A30-25 Operates radar bomb-scoring equipment.

A30-26 Operates and maintains service craft, aerial target and gunnery ranges and aircraft arresting gear.

A30-27 Performs search and rescue services.

30400:Ground Electronics Maintenance Division

A30-28 Inspects, repairs and maintains ground elements of communications equipment, navigation aids, ground electronics, mobile communications, radar and meteorological equipment.

30500:Operations Maintenance Division

A30-29 Performs organizational maintenance for assigned aircraft and aircraft support equipment.

A30-30 Performs line-servicing functions for transient aircraft.

30600:Weapons Division

A30-31 Initiates procurement of and receives stores.

A30-32 Maintains and issues authorized ordnance, ammunition and explosives.

A30-33 Operates small arms firing ranges.

30700:Air Terminal Division

A30-34 Provides air traffic services required for Military Airlift Command, logistic aircraft and Commercial Airlines including mail, passenger and cargo onload or offload, manifesting documentation and load planning.

A30-35 Coordinates schedules.

30800:Aircraft/Structural Fire Fighting/Fire and Rescue Division

A30-36 Provides fire protection for the activity, including structural fire fighting and aircraft fire fighting including rescue services.

A30-37 Investigates causes of fire.

A30-38 Conducts programs of fire prevention and fire safety.

A30-39 Operates and maintains the arresting gear when it is not feasible to assign this function to the Flight Support

Function CODE/TITLE__Name__ TASKS

Division.

30900:Target/Bombing Range Division

A30-40 Supervises, maintains and operates all aerial targets and bombing ranges within the Activity Weapons Training complex.

A30-41 Coordinates the use and assignment of the various ranges among squadrons.

A30-42 Prepares and disseminates target or range operational data.

30A00:Weather Services Division

A30-43 Collects, plots, analyzes and disseminates weather data.

A30-44 Provides local weather information and forecasts.

A30-45 Naval Oceanography Commands are located at Naval Air Stations and other activities to provide specific local support. They are organized under Officers-in-charge who report to designated Commanding Officers of Naval Oceanographic Offices and are comprised of trained meteorological personnel.

4.1.12 Aircraft Intermediate Maintenance Department40000:Aircraft Intermediate Maintenance Department

A40-1 Provides intermediate level maintenance in support of station aircraft and tenant squadrons in accordance with OPNAVINST 4790.2B.

A40-2 Provides and controls support equipment required by supported activities.

40A00:Assistant Aircraft Intermediate Maintenance Officer

A40-3 Assist the Aircraft Intermediate Maintenance Officer in the performance of his duties.

A40-4 Act for the Maintenance Officer in his absence.

A40-5 Exercise direct supervision over the staff divisions of the department.

40100:Administrative Division

A40-6 Provide administrative and clerical services for the department.

A40-7 Maintain administrative files.

Function __Name__	<u>CODE/TITLE</u> <u>TASKS</u>
A40-8	Control departmental correspondence, reports, mail and records.
A40-9	Establish and coordinate the departmental training requirements.
	<u>40200:Aircraft Maintenance/Material Control Officer</u>
A40-10	Exercise direct supervision over the production divisions (Power Plants, Airframes, Avionics, Aviators Equipment, Armament Support Equipment) of the department.
A40-11	Plan, schedule, coordinate and monitor the accomplishment of the department productive workload.
A40-12	Perform material requisitioning and control functions for the department.
A40-13	Ensure logs and records are properly maintained.
	<u>40210:Production Control</u>
A40-14	Plan, schedule, assign workload priorities, control and coordinate production throughout the department.
A40-15	Publish the monthly maintenance plan.
A40-16	Ensure logs and records are properly maintained.
	<u>40220:Material Control</u>
A40-17	Coordinate the ordering, receipt and delivery of material.
A40-18	Conduct the administrative screening, scheduling and control of processed components and the control and usage of funds provided the department.
A40-19	Maintain liaison with the Supply Department on material matters.
A40-20	Account for and control tools and equipment assigned to the department.
	<u>40300:Quality Assurance/Analysis Division</u>
A40-21	Plan, implement and operate the departmental quality assurance program.
A40-22	Ensure that the repair performed on aeronautical equipment is in accordance with acceptable practices and technical publications and that products of the department will perform satisfactorily in service.

Function CODE/TITLE--Name-- TASKS

- A40-23 Provide management with analytical reports and recommendations in regard to aircraft material condition and utilization, maintenance workload, manpower utilization, failure trends from the Maintenance Data System.
- A40-24 Compile and prepare reports required by higher authority.
40400:Power Plants Division
- A40-25 Perform intermediate level maintenance on aircraft engines and driven accessories, in accordance with applicable administrative and technical directives.
40500:Airframes Division
- A40-26 Perform intermediate level maintenance on airframes, airframe components, hydraulic systems components, brakes, wheels and tires and manufacture of special tools or parts as authorized.
40600:Avionics Division
- A40-27 Perform intermediate level maintenance on aircraft electrical systems and components, instruments, radio, radar and navigation systems and components.
- A40-28 Operate an aircraft battery shop.
- A40-29 Provide calibration and repair services on all equipment under the METCAL system for which the department is custodian as well as equipment owned by supported activities.
- A40-30 Administer program of sub-custody of equipment.
40700:Armament Division
- A40-31 Perform intermediate level maintenance on weapons delivery equipment/systems.
40800:Aviators Equipment Division
- A40-32 Perform organizational and intermediate level maintenance on parachutes, life rafts, life vests and other survival equipment, i.e., pilot personal equipment and LOX/O2 systems.
40900:Support Equipment Division
- A40-33 Perform organizational and intermediate level maintenance on all support equipment for which the department is custodian as well as all PM requirements of SE owned by supported activities.

Function	<u>CODE/TITLE</u>
<u>__Name__</u>	<u>TASKS</u>

- A40-34 Administer program for sub-custody of equipment to activities.
- A40-35 Assure, in conjunction with organizational activities, the proper upkeep, operation and use of equipment on sub-custody.
- A40-36 Provide classroom training on support equipment for supported activities.

4.1.13 Training Department

70000:Aviation Training Department

- A70-1 Provide academic, simulator flight and other related training of all aviation student personnel under the cognizance of, or assigned to, a Training Air Wing as required by existing directives and syllabi of the Naval Air Training Command.

70100:Administrative Division

- A70-2 Provides administrative, clerical and records-keeping services for the Aviation Training Support Unit.

70200:Aviation Training Division

- A70-3 Maintains, administers and provides academic instruction to aviation student personnel. Operates and provides instruction on operational flight simulators, procedural trainers and related devices in accordance with current approved syllabi and directives.

70300:Training Aids/Audiovisual Division

- A70-4 Maintains and operates operational flight simulators, procedural trainers and related devices as required in support of the various Naval Air Training flight syllabi.
- A70-5 Maintains and operates a photo lab, centralized distribution center for training films, training aids and devices required to support the training functions of local and satellite commands.
- A70-6 Procures, provides, fabricates, develops prototype models, maintains and evaluates training aids and devices when tasked by higher authority.

70400:Logistics/Material Division

- A70-7 Plans, develops and coordinates the unit budget for labor, material, travel, equipment, etc.

Function	<u>CODE/TITLE</u>
<u>__Name__</u>	<u>TASKS</u>

A70-8	Performs accounting and reporting functions in support of the Resources Management System.
A70-9	Coordinates requirements, requisitions and receives plant account property.
A70-10	Coordinates the redistribution of excess devices, and the disposal of obsolete devices.
A70-11	Requisitions, receives and issues all industrial plant property for the unit.
A70-12	Processes surveys as warranted.
A70-13	Coordinates requirements, requisitions, stores received and issues spare parts peculiar to Cognizance Symbol 20 training devices.
A70-14	Conducts periodic inventories of devices and material.

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TRAINING SQUADRON ORGANIZATION

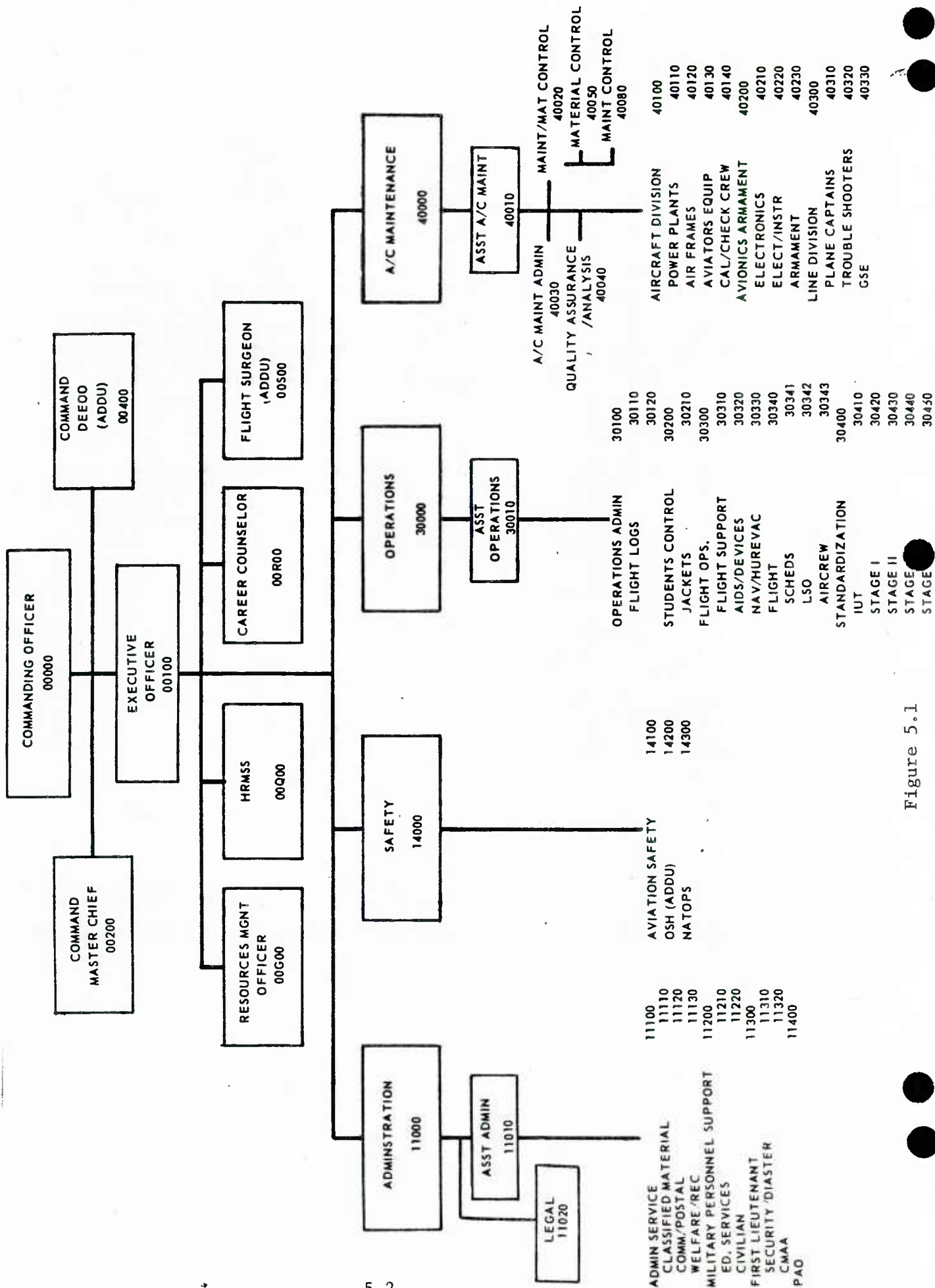


Figure 5.1

5. Training Squadron Functions

5.1 Squadron Mission and Tasks

5.1.1 Mission. To provide flight and such other training as may be directed to assigned students of the Naval Air Training Command.

5.1.2 Squadron Tasks.

a. Conduct flight and flight support training in assigned type aircraft.

b. Provide administrative control of all assigned students as directed.

c. Accomplish training in accordance with prescribed syllabi on a standardized basis ensuring high standards of qualification in the individual student.

d. Conduct effective and aggressive aviation and ground safety programs in order to minimize personnel injuries and loss of life and equipment.

e. Conduct aviation instruction qualification and standardization programs in accordance with prescribed directives.

f. Conduct training and provide aircraft in support of SAR, ASW, Continental Air Defense and other emergency situations as applicable in current directives.

g. Perform aircraft maintenance and material functions as specified in appropriate directives.

h. Indoctrinate and/or train all personnel in the elements of Naval Leadership, Human Relations and such other related people oriented programs as may be required in accordance with current directives.

i. Maintain systematic records of training progress of each student and provide training progress reports as required.

j. Maintain a management system to optimize assignment of assets and student flow.

k. Make recommendations to CNATRA, via the Training Air Wing Commander, for changes in training curricula.

l. Keep CNATRA advised, via Training Air Wing Commander, of the status of support and funds in those areas in which direct communications with activities outside the NATRACOM has been authorized such as: Training Carrier, Weapons Detachments, CNAVRES, etc...

m. Maintain a Resources Management System as directed which accurately documents all transactions involving the utilization of authorized funds, ensuring that proper claims or charges are associated with TAD orders or material received, and report funds status as required by higher authority.

n. Serve as an effective instrument of the U.S. foreign policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals.

o. Perform other tasks as directed.

5.2 Individual Basic Function and Specific Tasks

5.2.1 Command and Executive

Function __Name__	CODE/TITLE TASKS
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S00-1	<u>00000/Commanding Officer:</u> Directs and coordinates the functions of his command to fulfill his responsibilities as set forth in U.S. Navy Regulations and to accomplish the mission and tasks assigned. The Commanding Officer shall:
S00-2	Report directly to Commander, Training Air Wing.
S00-3	Exert every effort to maintain his command in a maximum state of material and operational readiness.
S00-4	Assume continuing responsibility for the safety, well-being, and efficiency of his entire command.
S00-5	Administer, supervise, and coordinate: <ul style="list-style-type: none"> a. Training responsibilities assigned by competent authority. b. Such other functions as may be assigned by the Commander, Training Air Wing.
S00-6	Make recommendations to the Commander, Training Air Wing, regarding such changes in training syllabi and logistics requirements as may be desirable for effective accomplishment of assigned tasks.
S00-7	Keep the Commander, Training Air Wing fully advised as to the status of logistic support and funds in those areas in which direct communication with higher echelons has been authorized.
S00-8	Make periodic inspection of all facilities under his cognizance.

Function CODE/TITLE
 ___Name___ TASKS

- S00-9 Keep the Commander, Training Air Wing advised regarding progress and general results of training being conducted under his cognizance.
- S00-10 Carry out the duties set forth by the Commander, Training Air Wing in connection with search and rescue operations.
- S00-11 Exercise non-judicial punishment authority as stated in UCMJ Article 15.
- S00-12 Convene Summary and Special Court-Martial as authorized in accordance with U.S. Navy Regulations, 1973, and as stated in UCMJ, Articles 23 and 24.
- S00-13 00010/Human Resources Management Officer (HRMO): Reports to the Executive Officer for the coordination and implementation of the command's personnel oriented programs: Leadership, Equal Opportunity, Race Relations, General Military Training. The HRMO shall:
- S00-14 Ensure that all personnel are afforded equality of treatment and opportunity through continuing education and review of program selections, training advancements, performance evaluations, and disciplinary action.
- S00-15 Isolate and abolish as an equal opportunity initiative any practice or condition that adversely affects the Navy Equal Opportunity Program.
- S00-16 Construct and manage an equal opportunity Affirmative Action Plan to resolve adverse practices that have been designated as equal opportunity initiatives.
- S00-17 Establish and coordinate a formal GMT program.
- S00-18 Obtain quotas for and coordinate the assignment of officers and petty officers to appropriate leadership schools offered by Naval Air Station, CNATRA, and CNET.
- S00-19 Construct and manage a Command Action Plan to identify and resolve problem areas that adversely affects squadron morale.
- S00-20 00020/Substance Abuse Coordinator (SAC): Responsible to the Executive Officer via HRMO for the coordination and implementation of the command's drug and alcohol abuse and remedial programs. The SAC shall:
- S00-21 Establish, supervise and coordinate all squadron drug education screening programs.
- S00-22 Supervise and coordinate all urinalysis screening requirements.

Function CODE/TITLE
 __Name__ TASKS

S00-23 Ensure compliance with all existing directives concerning drug and alcohol related programs.

S00-24 Prepare and submit all reports required for compliance with existing directives.

S00-25 00R00/Career Counselor: Responsible to the Commanding Officer via the Executive Officer for the coordination and implementation of the command's enlisted retention program. The Career Counselor shall:

S00-26 Establish and maintain a dynamic program for the increased retention of enlisted personnel within the command.

S00-27 Provide the Commanding Officer with periodic reports concerning command retention trends.

S00-28 Ensure that each division assigns a highly motivated petty officer as division career counselor.

S00-29 Provide guidance and assistance to division officers and career counselors.

S00-30 Maintain liaison with CNATRA, Wing Career Counselor and the squadron MCPOC/SCPOC/CPOC.

S00-31 00100/Executive Officer: Direct representative of the Commanding Officer. Issues orders and directives to implement the policy of the Commanding Officer and coordinates activities of special assistants and department heads in accordance with the policy of the Commanding Officer. The Executive Officer shall:

S00-32 Conform to and carry out the policies of the Commanding Officer.

S00-33 Keep the Commanding Officer informed of all significant matters pertaining to the command.

S00-34 Be responsible, under the Commanding Officer, for the organization, performance of duty, and good order and discipline of the entire command.

S00-35 Perform the functions of the Commanding Officer in the prolonged absence of the Commanding Officer.

S00-36 00600/Resources Management Systems Officer: Responsible to the Executive Officer for the execution and supervision of the resources management system. Maintains close liaison with the Aircraft Maintenance Officer in the execution of his duties. The Resource Management Systems Officer shall:

Function CODE/TITLE
 __Name__ TASKS

- S00-37 Advise, assist and represent the Commanding Officer in the development, conduct, and coordination of an effective and continuing resources management program.
- S00-38 Provide for early detection of trends resulting in loss and/or inefficiency of fiscal resources through continued study of squadron operation expenses and practices.
- S00-39 Assist the Maintenance Officer in promulgating cost-efficiency awareness within the squadron.
- S00-40 Maintain records and prepare reports established by resources management system directives and higher authority.
- S00-41 Coordinate and maintain the squadron OPTAR budget.
- S00-42 Ensure proper processing and submission of civilian employee time cards and labor job time cards to the Comptroller's Office.
- S00-43 OOJOO/Master/Senior/Chief Petty Officer of the Command: The MCPOC/SCPOC/CPOC reports directly to the Commanding Officer in matters involving the welfare and morale of enlisted members of the command; and administratively to the Executive Officer. Advises the Commanding Officer of potential or existing situations, procedures and practices which adversely affect the morale, welfare or well being of the command's enlisted members; recommend actions to eliminate such conditions and enhance the attractiveness of the Naval Service as a career. The MCPOC/SCPOC/CPOC shall:
- S00-44 Be a focal point for consideration and coordination of personnel matters of squadron personnel and their dependents.
- S00-45 Assist the Commanding Officer in a continuing review of all policies, directives, and procedures regarding the administration of enlisted personnel with a view toward identifying and eliminating those which may be misunderstood by the individual.
- S00-46 Initiate appropriate correspondence regarding suggestions, ideas, and recommendations that are considered relevant to improve the status of enlisted personnel and their families.
- S00-47 Provide advice, instruction, and counsel to all men and their dependents when requested.
- S00-48 Maintain liaison with and attend the meetings of the advisory groups of the EM Club.
- S00-49 Maintain close liaison with other senior petty officers on matters of mutual concern, including morale, living

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	conditions, advancement, opportunities, and other established programs.
S00-50	Coordinate with the Command Career Counselor in the administration of the career information program.
S00-51	Be responsible for the supervision and preparation of all watch bills and duty lists concerning enlisted personnel.
S00-52	Inspect enlisted personal gear and uniforms for conformance to naval standards of cleanliness and appearance.
S00-53	Be prepared to recommend such remedies, as necessary, to ensure the good order and discipline of enlisted personnel of this squadron.
S00-54	Assist the Squadron Duty Officer in holding proper Quarters for Muster.
S00-55	Routinely monitor/participate XO Screening and Captains Mast.
S00-56	<u>001A0/Executive Projects Officer:</u> The Executive Projects Officer, when assigned, is responsible to the Executive Officer for such tasks and assignments as the Executive Officer shall deem appropriate.
S00-57	<u>001B0/Senior Watch Officer:</u> Responsible to the Executive Officer for the supervision and implementation of the squadron watch bill.
S00-58	Prepare instructions for the Squadron Duty Officers.
S00-59	Indoctrinate watchstanders in the duties of Squadron Duty Officer.
S00-60	Prepare and promulgate the Squadron Duty Officer's Watch Bill.
S00-61	Ensure indoctrination and training of squadron enlisted watchstanders.
S00-62	Review daily the squadron log for correctness and accuracy.
S00-63	Ensure that Squadron Duty Officers brief the Executive Officer on any unusual events occurring during the previous day/weekend.
S00-64	<u>00100/Senior Marine:</u> The Senior Marine advises the Commanding Officer on all matters relative to Marine Corps personnel attached to the squadron. He will maintain close contact with the Training Air Wing Senior Marine and the Commanding Officer, Marine Aviation Training Support Group,

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 __Name__ TASKS

Corpus Christi, Texas.

- S00-65 00U00/Fitness Coordinator: Responsible to the Executive Officer for supervision and implementation of a health and physical readiness program as defined in OPNAVINST 6110.1 series. In addition he shall:
- S00-66 Counsel individuals failing to meet minimum standards.
- S00-67 Establish a program to assist personnel in meeting minimum standards.
- S00-68 Advise internal chain of command on progress of those in the assistance program.
- S00-69 Prepare command directives as required for program implementation.

5.2.2 Administrative Department

- S11-1 11000/Administrative Officer: Responsible to the Executive Officer for providing to the Commanding Officer and the Administrative Department with staff services; distribution and collection of mail; provision of messenger, duplicating and clerical services; maintenance of general files; personnel function; communication services; security management; administration of the paperwork management program, including records disposal and directives control. Provide liaison with local PSD. The Administrative Officer shall:
- S11-2 Perform the duties of Department Head as outlined in Chapter 9, U.S. Navy Regulations.
- S11-3 Be responsible for the proper execution of the functions assigned the Administrative Department.
- S11-4 Supervise and coordinate the performance and training of the division of the Administrative Department.
- S11-5 Supervise and screen all the routing, filing, security, and preparation of all official correspondence received and originated by the command.
- S11-6 Maintain a current central file of all directives originated by the command and higher authority.
- S11-7 Procure forms for and assist offices in preparation and timely submission of required recurring reports.
- S11-8 Sign documents relating to officer personnel which may properly be signed "by direction."

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S11-9	Promulgate the Plan of the Day.
S11-10	Direct and coordinate usage of administrative equipment by other departments. Insure usage is within any guidelines established by competent authority.
S11-11	Prepare and submit appropriate changes to the Officer Distribution Control Report (ODCR).
S11-12	Administer administrative programs and action directly impacting upon other departments within the command.
S11-13	Supervise Casualty Assistance Calls Program.
S11-14	Administer the Navy Sponsor Program and "Welcome Aboard" supplements for the incoming officers attention.
S11-15	Make recommendations to the Commanding Officer regarding any new administrative policies or modifications of current policies which may be considered necessary or desirable.
S11-16	<u>11010/Assistant Administrative Officer:</u> Responsible to the Administrative Officer and shall assist him in his duties as directed. The Assistant Administrative Officer shall:
S11-17	Become thoroughly familiar with administrative policies and routing and perform tasks as assigned by the Administrative Officer.
S11-18	Act in the capacity of the Administrative Officer in the latter's absence.
S11-19	Perform the duties of a division officer as outlined in U.S. Navy Regulations for all enlisted personnel in the Administrative Department.
S11-20	Coordinate the functions and work load within the Administrative Department. Provide technical expertise in all matters relating to the proper functioning of the Administrative Department. Coordinate and control the work load of the yeomen and civilian employees of the Administrative Office.
S11-21	Coordinate all aspects of the command career retention program as it pertains to members of his/her division.
S11-22	<u>11B00/Public Affairs Officer:</u> Responsible to the Administrative Officer for the implementation of programs connected with public information and public relations within the command. The Public Affairs Officer shall:
S11-23	Prepare and submit articles for news release concerning happenings within the command.

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 __Name__ TASKS

- S11-24 Administer a fleet home town news center program.
- S11-25 Maintain liaison with the station Public Affairs Officer with respect to all public releases concerning Navy policies, performance of the command, or subjects involving community relationships.
- S11-26 In cases involving death or serious injury of personnel, or any event which could adversely affect public image of the command, clear news releases through the station Public Affairs Officer after consulting the Commanding Officer. Coordinate with CACO for preparation of an OPREP Blue Message.
- S11-27 Provide for an escort officer for guided tours and make necessary arrangements for scheduling transportation, refreshments, and official approval.
- S11-28 Maintain a current command presentation.
- S11-29 Administer squadron public affairs plan for current fiscal year.
- S11-30 11020/Legal Officer: Responsible to the Administrative Officer for providing advice and assistance to squadron personnel on matters of legal nature, and for performing legal duties in connection with the processing of disciplinary matters by the command. The Legal Officer shall:
- S11-31 Remain current on all legal matters affecting the command and be prepared to brief the Commanding Officer or the Executive Officer in detail when directed.
- S11-32 Maintain liaison with the Naval Air Station Security Officer and the station Legal Officers.
- S11-33 Receive and process all report and disposition offense sheets and provide the Commanding Officer and Executive Officer with recommendations concerning their disposition.
- S11-34 Conduct pretrial investigations as directed, and make appropriate preparations for Commanding Officer's non-judicial punishment, including notification of witnesses, provision of necessary papers and equipment, etc.
- S11-35 Maintain legal records as required by higher authority.
- S11-36 Assist Summary Court Martial Officers in the preparation and conduct of their trials.
- S11-37 Perform the duties of the Legal Assistant Reference Officer.

Function	<u>CODE/TITLE</u>
<u>Name</u>	<u>TASKS</u>

- S11-38 Coordinate with the division officers in the investigation of matters of indebtedness and the preparation of letters of reply.
- S11-39 11030/Welfare and Recreation Officer: Responsible to the Administrative Officer for assisting squadron personnel by establishment of programs dealing with recreation and personnel welfare through non-working hours activities. The Welfare and Recreation Officer shall:
- S11-40 Maintain and keep account of the Squadron Welfare and Recreation Fund.
- S11-41 Serve as chairman of the Squadron Welfare and Recreation Committee and ensure that all squadron personnel are fairly and equally represented on the committee.
- S11-42 Attend all meetings of the squadron enlisted recreation committee.
- S11-43 Provide liaison from the squadron to local Special Services activities.
- S11-44 Disseminate information regarding the availability of welfare and recreation activities to all squadron personnel.
- S11-45 11040/Educational Services Officer: Responsible to the Administrative Officer for providing the command with an active and comprehensive source of technical and general information and supervising squadron educational services programs. The Educational Services Officer shall:
- S11-46 Administer education programs for the squadron to include training courses for advancement, correspondence courses, GED, tuition aid, and VA education programs.
- S11-47 Provide counseling and assistance to personnel regarding Navy educational and advancement opportunities.
- S11-48 Provide assistance to the Naval Air Station as required for the administration of service-wide examinations for advancement in rate as requested by PSD.
- S11-49 Maintain, administer and/or coordinate the following advancement in rate requirements.
- a. E-3 (SN, FN, AN)
 - b. Military Leadership
 - c. Performance (coordinate only if required)

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d. GED

- S11-50 Assist the PSDC in submission of education/training entries in service records.
- S11-51 Process school and basic battery retest requests as required by PSD.
- S11-52 Maintain a squadron library of Training Books and Professional Reading concerning career opportunities.
- S11-53 Hold monthly meetings with division Education Training Petty Officers.
- S11-54 11100/Classified Material Officer: Responsible to the Administrative Officer for the controlling of all classified material within the command. The Classified Material Officer shall:
- S11-55 Assist the Commanding Officer in fulfilling his responsibilities for the security of classified information.
- S11-56 Serve as the Commanding Officer's advisor and direct representative in cases pertaining to the security of classified information. Develop and promulgate command security procedures.
- S11-57 Ensure that all persons who are to handle classified information are appropriately cleared and instructed in accordance with OPNAV 5510.1 (series). The clearance status should be recorded and accessible for verification.
- S11-58 Formulate and coordinate a security orientation, education and training program for the protection of classified information.
- S11-59 Formulate and coordinate security control and storage measures for the protection of classified information within the command.
- S11-60 Administer the classification and declassification requirements of OPNAVINST 5510.1 (series).
- S11-61 Exercise security control over visits to and from the command.
- S11-62 Prepare recommendations regarding release of classified information to foreign governments.
- S11-63 Maintain liaison with the squadron Public Affairs Officer to ensure that proposed public releases which could possibly contain classified information are referred to the Security Manager for review.

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S11-64	Be responsible for the receipt, custody, accounting for, and distribution of accountable classified information and material.
S11-65	Maintain a system of accountability within the command which will completely identify and reflect dispatch, downgrading, source, movement from one office to another, destruction and current custodian of all accountable classified material for which he is responsible.
S11-66	Avoid unnecessary dissemination of accountable classified information.
S11-67	Maintain a current roster of persons within the command who are authorized access to accountable classified information.
S11-68	Transmit accountable classified information within the command by direct personal contact.
S11-69	Maintain a continuous chain of receipts and disclosure records by all information.
S11-70	Ensure that physical inventories of accountable classified material are conducted at least once annually.
S11-71	Avoid unnecessary accumulation of accountable classified material.
S11-72	Ensure that custodians are properly cleared of accountability for accountable classified material when relieved of their custodian responsibility.
S11-73	Minimize to the highest extent possible the amount of accountable classified material within the command.
S11-74	<u>11110/Communications/Postal Officer:</u> Responsible to the Administrative Officer via the Classified Material Officer for administration of transmitted correspondence and collection, receipt and distribution of U.S. Mail for the command. Insure compliance with all applicable instructions regarding these programs. The Communications/Postal Officer shall:
S11-75	Supervise communication and postal services within the command.
S11-76	Be responsible for the receipt, processing and timely dissemination of all incoming message traffic.
S11-77	Maintain general message files in accordance with current directives.

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___Name___	TASKS

- S11-78 Advise message drafters on the current procedures and assist originators in the preparation of outgoing correspondence.
- S11-79 Designate a squadron postal clerk and an alternate to act in his behalf in the actual storage and distribution of incoming/outgoing official and personal mail.
- S11-80 Designate mail orderlies for each work center.
- S11-81 Review and keep up to date squadron mail handling directives.
- S11-82 11200/Personnel Officer: Responsible to the Administrative Officer for the administrative handling of personnel action within the squadron and for the proper liaison with PSD concerning maintenance of all squadron service records. The Personnel Officer shall:
- S11-83 Coordinate with PSD for the administration of the enlisted and the officer command diary entry reports in support of the manpower and personnel management information system (NAVPERS 15642, Part I (active)).
- S11-84 Screen all correspondence originating from PSD.
- S11-85 Record all material dispatched to PSD for action routing.
- S11-86 Insure PSD implements any desired administrative action regarding squadron personnel.
- S11-87 Coordinate all personnel actions such as detachments, retirement, separation, promotion, etc., with the local PSD.
- S11-88 Administer the Navy Sponsor Program and "Welcome Aboard" supplements for incoming personnel.
- S11-89 Periodically review the squadron's "Welcome Aboard" packet and make changes/update as necessary.
- S11-90 Direct the completion of appropriate information required for transfer and receipt of personnel within the command.
- S11-91 Prepare and administer for the Administrative Officer for the necessary changes to the enlisted distribution control report.
- S11-92 Process requests emanating from the squadron. Ensure that requests are correctly and completely filled out before submitting to the PSD office. Coordinate leave request and TAD order processing.
- S11-93 Assist department heads in the coordination and preparation of enlisted evaluations for submission to PSD.

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S11-94 Coordinate the preparation of all enlisted service record entries required by current directives.

S11-95 Daily ration report, daily muster report and other recurring reports as required by PSD.

S11-96 Advise and assist division officers in monitoring progress of individual service members career development and advancement.

S11-97 Periodically promulgate detailed instructions to the command on the preparation and submission of enlisted evaluations and ensure the timely submission and rapid processing of these reports as requested by PSD.

S11-98 11210/Civilian Personnel Officer: Responsible to the Administrative Officer for liaison with the NAS CPD regarding all aspects of civilians employed within the squadron. The Civilian Personnel Officer shall:

S11-99 Act as a liaison between the squadron and the Naval Air Station Civilian Personnel Office in the Administration of the Navy Civilian substitution program.

S11-100 Initiate all correspondence either to CNATRA, COMTRAWING, or the Naval Air Station Civilian Personnel Office concerning status changes, budget reassignment or other matters concerning squadron civilian personnel.

S11-101 Implement as applicable the command's Affirmative Action Plan for civilian employees.

S11-102 Write/review position descriptions for all civilian positions and submit to Naval Air Station Civilian Personnel Office for approval.

S11-103 Arrange for and conduct interviews of job applicants, making recommendations for hiring and initiating such action.

S11-104 Ensure that the Administrative Officer, Executive Officer, and the Commanding Officer are kept continually informed of any changes (additions, deletions, etc.) in the squadron's civilian employees.

S11-105 Maintain a working knowledge of regulations governing civilian employees and effectively utilize the services of the CPD.

S11-106 Ensure prompt submission of annual performance grades for civilian personnel.

S11-107 Serve as squadron Position Management Officer. (reference:

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CNATRA 5310.1B of 16 October 1978.)

- S11-108 11300/First Lieutenant: Responsible to the Administrative Officer for the security, upkeep and cleanliness of all squadron spaces and buildings. The First Lieutenant shall:
- S11-109 Conduct periodic inspections of squadron spaces to ensure the proper degree of cleanliness and upkeep. This inspection shall include all buildings, grounds, parking, and storage areas assigned to the squadron.
- S11-110 Prepare all squadron work requests for submission to the station Public Works Department and maintain effective followup records.
- S11-111 Furnish personnel for the cleaning and maintenance of the barracks, passageways, and any other squadron spaces not specifically assigned to another division.
- S11-112 Perform special inspections and other duties as may be assigned by the squadron Hurricane Evacuation Control Officer when a severe weather condition has been set.
- S11-113 Arrange for security details and transportation in the event of an aircraft mishap in the local area, but away from the station. Initial security will be provided by the station to be relieved by squadron personnel as soon as possible.
- S11-114 Instruct, supervise, and provide shelter and clothing for security personnel.
- S11-115 Supervise the duties of the Security/Disaster Control Officer.
- S11-116 Coordinate a formal Indoctrination Program for newly assigned enlisted personnel.
- S11-117 11310/Security/Disaster Control Officer: Responsible to the Administrative Officer via the First Lieutenant for the physical security of squadron spaces and equipment. The Security/Disaster Control Officer shall:
- S11-118 Maintain an effective plan for coping with general emergency conditions which would normally present a hazard to buildings and equipment.
- S11-119 Coordinate with the SWO for the indoctrination and training of squadron security patrols and watchstanders.
- S11-120 Act as Barracks Officer, periodically inspecting the squadrons assigned Bachelor Enlisted Quarters to ensure their cleanliness, security, and habitability.

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S11-121 Be responsible for implementing and maintaining an effective fire prevention program.

S11-122 Assign personnel as required to the station Disaster Control Team.

5.2.3 Safety Department

S14-1 14000/Safety Officer: The Safety Department is responsible for the establishment of an effective and aggressive accident prevention program in order to enhance mission readiness by reducing to an absolute minimum deaths and injuries to personnel and losses and damage to Navy material from accidental causes. The Safety Officer shall:

S14-2 Carry out the policies of the Commanding Officer and supervise the squadron's aircraft, ground, and general accident prevention programs.

S14-3 Be responsible for the compliance with all applicable safety instructions.

S14-4 Liaison with the Quality Assurance Officer to insure command compliance with current instructions contained in OPNAVINST 4790.2.

S14-5 Be responsible for an effective NATOPS Program in compliance with current instructions.

S14-6 Monitor and provide recommendations on all departmental and staff proposals that pertain to safety.

S14-7 Ensure an aggressive information and education program is pursued within the squadron, the goal of which will be to elevate the professional knowledge, safety consciousness, and operational performance of all pilots and maintenance personnel.

S14-8 Be a member of the Squadron NATOPS Board. He shall recommend to the Commanding Officer, with the concurrence of the Training Officer, the names of qualified officers to compose the NATOPS Board.

S14-9 Recommend to the Commanding Officer the names of qualified officers to compose the Aircraft Mishap Board.

S14-10 Review and, if required, recommend action on all unsatisfactory flights by student naval aviators involving safety of flight.

S14-11 Make recommendations to the Commanding Officer to ground pilots, ground aircraft, and cease operations anytime his personal knowledge deems that continuance would constitute a

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- threat to the safety of aircraft or personnel.
- S14-12 Make recommendations to other Safety Officers within the Naval Air Training Command in matters pertaining to aviation or ground safety in accordance with CNATRAINST 3750.22A.
- S14-13 14200/General Safety Officer: Responsible to the Safety Officer for planning and coordinating a vigorous and continuous ground and industrial safety program. The objectives of this program are the identification, elimination and prevention of unsafe practices and hazardous conditions within the squadron line, hangar and shop areas. The General Safety Officer shall:
- S14-14 Ensure that maintenance personnel are familiar with, and adhere to, existing safety instructions and directives.
- S14-15 Conduct frequent surveys to identify, prevent, and eliminate hazardous conditions.
- S14-16 Attend regular meetings of the Enlisted Safety Council. Direct liaison with work center Safety Petty Officers is authorized.
- S14-17 Report immediately to the Safety Officer and appropriate division officer all ground mishaps and personal injuries. At the direction of the Safety Officer, he will investigate and prepare reports on ground mishaps and personal injury mishaps.
- S14-18 Have authority to suspend any ground activity or operation that possesses a serious and/or imminent threat of personal injury or destruction of property.
- S14-19 14300/NATOPS Officer: The NATOPS Officer shall be responsible to the Safety Officer for ensuring that all squadron flight procedures conform to the standards prescribed by the NATOPS Flight Manual and are in compliance with applicable OPNAV Instructions. The NATOPS Officer shall:
- S14-20 Continually review squadron procedures to ensure compliance with the NATOPS Flight Manual and other OPNAV Instructions.
- S14-21 Monitor flight operations, and report to the Safety Officer, any non-conformance with NATOPS, OPNAV 3710.7, and other OPNAV Instructions.
- S14-22 Administer tests and flight checks as required for pilots NATOPS and Instrument Qualifications, and other actions as may be directed by higher authority.
- S14-23 Distribute all changes to NATOPS Flight Manuals, and ensure

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timely entry by all pilots.

S14-24 Maintain records as required by existing directives. These records will include, but are not limited to:

- a. NATOPS Flight Personnel Training Qualification Jackets.
- b. Pilot NATOPS/Instrument Qualification Records.
- c. Pilot Physiology and Survival Training Records.
- d. Recommended NATOPS changes which have been submitted.
- e. Report of NATOPS Conferences.
- f. Agenda items for future NATOPS Conferences.
- g. Interim NATOPS changes.
- h. Messages of a pertinent nature regarding the NATOPS Manual(s)/Program.

S14-25 Initiate reports as required.

S14-26 Ensure that all pilot NATOPS/Instrument Qualifications are entered in pilot log books.

S14-27 Initiate proposed changes in NATOPS Manuals, as required, to ensure safe operation of squadron aircraft.

S14-28 Be the squadron representative at NATOPS Conferences.

S14-29 Shall be guided by the provisions of CNATRAINST 3510.2 series and OPNAVISNT 3510.9 series when the squadron is designated CNATRA Unit Evaluator and NATOPS Model Manager.

S14-30 14310/Assistant NATOPS Officer: The Assistant NATOPS Officer assists the NATOPS Officer in conducting the NATOPS Program. The Assistant NATOPS Officer shall:

S14-31 Ensure that all changes to NATOPS Flight Manual have been entered.

S14-32 Ensure maintenance of all records and qualifications for assigned SNA's.

S14-33 Ensure compliance with any additional duties as assigned by the NATOPS Officer.

S14-34 Be prepared to assume the duties of NATOPS Officer if required.

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5.2.4 Operations Department

- S30-1 30000/Operations Officer: The Operations Officer is responsible to the Executive Officer for the operational and technical control of all activities directly concerned with the flight and ground training of naval aviators, coordination of flight operations and the management of student records and reports. The Operations Officer shall perform the duties of a head of department, as outlined in Chapter 9, U.S. Naval Regulations, and shall be responsible for:
- S30-2 The supervision of squadron flight training and aircraft operation.
- S30-3 The training of all instructors and students in flight and technical training concerned with flight operations.
- S30-4 The coordination of ground training, student control and flight operations to obtain the most efficient utilization of assigned personnel, facilities, and aircraft, as well as produce the maximum effective training program for the student naval aviator.
- S30-5 The assignment of flyaway pilots for hurricane evacuation.
- S30-6 The LSO training program.
- S30-7 The performance of additional duties as assigned by the Commanding Officer.
- S30-8 30010/Assistant Operation Officer: The Assistant Operations Officer is responsible to the Operations Officer for the supervision of the squadron training and standardization program for all flight instructors and instructors under training. He shall assist the Operations Officer in the overall coordination of activities within the department and, in the absence of the Training Officer, ensure continuation of policy and timely completion of initiated programs. The Assistant Operations Officer shall:
- S30-9 Assume duties and responsibilities of the Operations Officer in his absence.
- S30-10 Assist in the supervision of the Operations Department Division Officers.
- S30-11 Supervise the training and progress of instructors under training including the maintenance of the instructor training/qualification jacket.

Function __Name__	CODE/TITLE TASKS
S30-12	Make recommendations to the Operations Officer, on an occurring basis, concerning such items as improvement of squadron training methods and more efficient use of instructors, students and aircraft.
S30-13	Assist in conducting flight operations and training.
S30-14	Serve as a member of the squadron Standardization Board.
S30-15	Ensure that periodic reports originating within the Operations Department are promptly and properly submitted.
S30-16	Keep the Operations Officer informed with respect to current squadron performance and noticeable trends in performance criteria.
S30-17	Ensure that stage and flight briefs are monitored frequently and coordinate with the flight operations officers to ensure that standardization and NATOPS evaluations are flown.
S30-18	Monitor the instructor training program with a view toward providing a smooth flow of well informed and standardized flight instructors.
S30-19	Periodically review squadron instructions originating within the department to ensure that they are current and in accordance with directives issued by higher authority.
S30-20	Supervise the individual functions of all officer personnel assigned to the standardization office.
S30-21	Review and revise as necessary the enlisted evaluations prepared by the Student Control Officer and submit them to the Operations Officer for further action.
S30-22	<u>30100/Student Control Officer:</u> Responsible to the Operations Officer via the Assistant Operations Officer for the coordination of all activities of the student control section of the department, which includes the maintaining of student records and discipline. The Student Control Officer shall:
S30-23	Perform duties as Operations Division Officer.
S30-24	Ensure that student training and discipline is maintained at a high level.
S30-25	Maintain the student aviator's training jackets and ensure that those Jackets are properly closed out and submitted to COMTRAWING upon completion or attrition.
S30-26	Provide the squadron indoctrination lecture to all students reporting aboard.

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- S30-27 Be responsible for conducting a daily muster of assigned students. This will normally be done by assuring that the students meet their daily scheduled activities.
- S30-28 Be responsible for the preparation and submission of the student's fitness reports.
- S30-29 Act as Foreign Liaison Officer for all foreign students, with duties to include the following:
- a. Ensure that proper identification is possessed by each individual.
 - b. Instruct and advise on laws governing ownership and operation of automobiles.
 - c. Advise on financial and banking problems.
 - d. Brief on available recreational facilities.
 - e. Promote social functions and informal gatherings for the benefit of foreign students.
- S30-30 Be responsible for the preparation and submission of the weekly "Estimated Completion Date Report (ECD)".
- S30-31 Be responsible for the preparation required prior to Student Pilot Disposition Boards.
- S30-32 Ensure that prescribed students check-in and check-out procedures are observed.
- S30-33 Thoroughly brief instructors under training in all aspects of student grading and student jackets, and carry out a continuing program designed to keep instructors current in proper grading and jacket procedures.
- S30-34 Ensure that Aviation Training Jackets (ATJ) write ups are completed.
- S30-35 Be responsible for the preparation and submission of reports based on instructor grading and student ATJ write-ups.
- S30-36 Supervise the training of personnel assigned to handle student jackets.
- S30-37 Ensure that individual advanced ATJ's are reviewed weekly by students and their assigned instructors.
- S30-38 Be responsible for the security and stowage of student records and jackets.

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S30-39 30200/Flight Operations Officer: Responsible to the Operations Officer via the Assistant Operations Officer for coordinating the proper training and utilization of all flight instructors under training as well as maintaining a smoothly coordinated program of student aviation training. The Flight Operations Officer shall:

S30-40 Coordinate the utilization of available flight instructors.

S30-41 Coordinate the training of instructors under training.

S30-42 Supervise the preparation and timely publication of the flight schedule.

S30-43 Maintain liaison between the Maintenance and Operations Departments in order to assure that the projected flight training program matches projected aircraft availability.

S30-44 Obtain the necessary allocation of target times, IFR departure windows, and VFR route times.

S30-45 Maintain liaison with station operations in order to obtain timely information concerning status of field equipment.

S30-46 Maintain liaison with the Flight Duty Officer to ensure that necessary changes or deletions to the schedule are accomplished.

S30-47 Maintain aviator flight logs in accordance with current directives.

S30-48 Ensure the accuracy and timely submission of monthly and annual flight time reports.

S30-49 Ensure timely submission of IFARS Reports and corrections to IFARS.

S30-50 Coordinate with the Familiarization Standardization Officer in keeping the instructor status board current.

S30-51 Prepare and submit all statistical information of a recurring nature required by current directives.

S30-52 Perform additional duties as assigned by the Operations Officer.

S30-53 Screen and recommend action to subordinate branches in support and improvement of the material requirements for the training program.

S30-54 Coordinate with flight operations and ground training the needs and requirements of the training program.

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S30-55 Provide liaison between assigned branch officers.

S30-56 Advise the training department of substantial changes and unsatisfactory conditions which may arise in flight support.

S30-57 30210/Aids and Devices Officer: Responsible to the Flight Operations Officer for maintaining the necessary training aids and aeronautical devices required to conduct a comprehensive audio visual and mechanical training program. The Aids and Devices Officer shall:

S30-58 Provide required audio visual and mechanical training aids for training.

S30-59 Provide support and replacement of broken and outdated training equipment.

S30-60 Submit an annual report to station ground training as to the equipment status; on hand, required, ordered, and on survey.

S30-61 30220/Navigation/Hurricane Evacuation Control Officer: Responsible to the Flight Operations Officer for the execution of the Severe Weather Bill and shall maintain liaison with the NAS Hurricane Evacuation Control Officer and the Refuge Base Liaison Officer in coordinating aircraft evacuation. His secondary function will be that of Hurricane Coordination Officer. As the Navigation Officer, he is responsible for maintaining a complete and current file of all publication, training aids, charts and other special devices required to carry out a comprehensive squadron training program. The NAV/HUREVAC Control Office shall:

S30-62 Coordinate and supervise squadron procedures in the setting of severe weather readiness conditions.

S30-63 Review squadron aircraft evacuation and stowage plans periodically and update as necessary.

S30-64 Establish and maintain liaison with the station Hurricane Evacuation Control Officer, providing him with information concerning number and type of aircraft on board, number to be stowed and the number to be evacuated.

S30-65 Ensure that the Squadron Notice 3730 assigning hurricane evacuation pilots, is kept current on a monthly basis during the period 1 June to 30 November.

S30-66 Arrange with the Operations Officer to have each HUREVAC flight leader make an orientation flight over the intended evacuation route prior to 1 June, if practicable.

S30-67 Be responsible for advance preparations for evacuation of

Function CODE/TITLE
 __Name__ TASKS

aircraft upon setting of Condition III.

S30-68 Brief squadron personnel on their respective evacuation duties.

S30-69 Ensure that remaining aircraft are properly hangared and secured following the flyaway.

S30-70 Maintain a readily accessible repository for the storage of charts, books, forms, reference material and training devices used in the training program.

S30-71 Provide sufficient bookbags for students and instructors undergoing training.

S30-72 Maintain HUREVAC packets.

S30-73 Advise the Operations Officer on requirements for, and the use of, navigational forms, charts, maps and periodicals.

S30-74 30230/Schedules Officer: Responsible to the Flight Operations Officer for the preparation, promulgation and execution of the daily flight schedule. The Schedules Officer shall:

S30-75 Publish a daily flight schedule that reflects efficient use of all instructors, students, aircraft and facilities.

S30-76 Ensure that students receive all phases of the syllabus in the proper sequence with fully qualified instructors.

S30-77 Coordinate the utilization of support facilities with the other training squadrons at the air station.

S30-78 Schedule instructors under training in accordance with the current IUT syllabus.

S30-79 Assist the Command Duty Officer and the Flight Duty Officer with decisions regarding execution of the flight schedule.

S30-80 30240/Landing Signal Officer: Responsible to the Flight Operations Officer for the overall program of preparing both instructors and students for carrier deck operations and carrier qualifications. The Landing Signal Officer shall:

S30-81 Assist the Standardization Officers in a continuous evaluation of the instructional procedures and methods used in all phases of the instructor and student training programs concerned with field carrier landing practices and subsequent carrier qualification in accordance with current applicable NATOPS Manuals, flight training instructions and appropriate directives.

Function CODE/TITLE
 __Name__ TASKS

S30-82 Monitor and review NATOPS Manuals, flight training instructions, stage briefs, and briefing cards to ensure adherence to prescribed standards of instruction, making recommendations for their correction or revision as necessary.

S30-83 Schedule assistant Landing Signal Officers to conduct carrier qualification training and monitor their performance and progress.

S30-84 Ensure adequate briefing for all students and instructors undergoing carrier qualification training.

S30-85 Keep the Flight Operations Officer informed of student and instructor progress during carrier qualification training.

S30-86 Coordinate the use of field facilities with the other training squadrons at the air station.

S30-87 Maintain liaison with support activities to ensure availability and maximum utilization of equipment such as the mirrors, radios, etc.

S30-88 Serve as CQ Stage Standardization Officer.

S30-89 30300/Standardization Officer Responsible to the Operations Officer via the Assistant Operations Officer for the overall standardization of methods and procedures of instruction in all phases of naval aviation and student naval aviator training with the squadron. The Standardization Officer shall:

S30-90 Ensure that adequate and comprehensive training programs are maintained for all instructors and student naval aviators.

S30-91 Ensure that stage and flight briefs are monitored frequently and coordinated with the Flight Operations Officer to ensure that standardization and NATOPS evaluations are flown.

S30-92 Monitor the instructor training program with a view toward providing a smooth flow of well informed and standardized flight instructors.

S30-93 Periodically review the instructor and student training syllabi and other training publications in use and make recommendations for their revision when necessary.

S30-94 Supervise the individual functions of all officer personnel assigned to the standardization office.

S30-95 Serve as squadron representative on station/staff standardization board meetings.

Function	<u>CODE/TITLE</u>
<u>__Name__</u>	<u>TASKS</u>

S30-96 Serve as a member of the squadron standardization board.

S30-97 None/Stage Standardization Officers: Responsible to the Standardization Officer for ensuring standardization of methods and procedures of instruction in the student and instructor under training programs for their respective stages of the training syllabus. The Stage Standardization Officers shall:

S30-98 Assist the Standardization Officer in the continuous evaluation of the flight procedures taught within the squadron.

S30-99 Frequently review stage briefing cards, stage briefs, flight training instructions, and applicable NATOPS manuals, and make recommendations for their correction or revision where necessary.

S30-100 Assist in the training of instructors and in the conducting of evaluation flights.

S30-101 Assist the Standardization Officer in maintaining current records of instructor qualification and standardization.

5.2.5 Maintenance Department

S40-1 40000/Aircraft Maintenance Officer: Responsible to the Executive Officer for the accomplishment of the department mission as outlined in OPNAVINST 4790.2B and shall perform the duties of a Department Head as outlined in Chapter 9, U.S. Navy Regulations.

S40-2 40010/Assistant Maintenance Officer: Responsible to the Maintenance Officer; shall assist him in his duties as required in OPNAVINST 4790.2B. The Assistant Maintenance Officer shall:

S40-3 Act in the capacity of Maintenance Officer in the latter's absence.

S40-4 Maintain an adequate supply of source documents, registers, etc., on hand to ensure continuity in the MDCS.

S40-5 Develop an analytical plan that encompasses all maintenance functions to provide periodic reviews of work center performance.

S40-6 Develop charts, graphs, and displays for command presentations.

S40-7 Maintain the master roster for personnel assigned to the department/division and for the "XD" work center.

Function CODE/TITLE
 __Name__ TASKS

- S40-8 Coordinate and ensure that maintenance documentation is provided for assigned personnel.
- S40-9 Monitor the assignment of sublabor codes, work center and support action code breakouts.
- S40-10 Coordinate maintenance data reporting matters with Data Service.
- S40-11 Train all division/branch officers and work center supervisors in the content and use of the data products available; conduct periodic reviews of their proficiency.
- S40-12 40020/Aircraft Maintenance/Material Control Officer:
 Responsible to the Maintenance Officer via the Assistant Maintenance Officer for the overall productive effort and material support of the department/division in accordance with OPNAVINST 4790.2B.
- S40-13 40030/Aircraft Maintenance Administration Division Officer:
 Responsible to the Maintenance Officer via the Assistant Maintenance Officer to provide administrative services for the Maintenance Department as outlined in OPNAVINST 4790.2B.
- S40-14 40041/Quality Assurance/Analysis Division Officer:
 Responsible to the Maintenance Officer via the Assistant Maintenance Officer to plan and direct the activities of the QA/A Division to ensure that all maintenance performed on squadron aircraft is accomplished with OPNAVINST 4790.2B and other applicable directives. The Quality Assurance/Analysis Division Officer shall:
- S40-15 Provide qualitative and quantitative analysis information to the Maintenance Officer, in order to enable him to continually review the management practices of the department/division.
- S40-16 Have the authority to remove an aircraft from a "Mission-capable" status for special inspection, maintenance corrective action, or functional check.
- S40-17 Act as Maintenance Safety Officer and in that capacity be responsible to the squadron Safety Officer for the quality of maintenance and maintenance practice.
- S40-18 40050/Material Control Branch Officer: Responsible to the Maintenance/Material Control Officer for the overall effectiveness of the Material Control functions as outlined in OPNAVINST 4790.2B.
- S40-19 40060/Maintenance Control Branch Officer: Responsible to the Maintenance/Material Control Officer for the overall effectiveness of the productive efforts of the Maintenance

Function CODE/TITLE
 __Name__ TASKS

Department in accordance with OPNAVINST 4790.2B.

S40-20 None/Organizational Maintenance Division Officers: The Organizational Maintenance Division Officers are responsible to the Maintenance Officer via the Assistant Maintenance Officer for all functions assigned in support of departmental tasks as outlined in OPNAVINST 4790.2B, in addition to those functions set forth in U.S. Navy Regulations. Maintenance Division Officers shall:

S40-21 Enforce security measures regarding classified material.

S40-22 Initiate recommendations for improvement in organization and procedures promulgated by higher authority.

S40-23 Maintain a Division Officers notebook in accordance with squadron notices and directives.

S40-24 Maintain a current relief folder.

S40-25 Be responsible for the training, career development, and professional performance of all assigned personnel.

S40-26 Act as counselor and advisor to assigned personnel on all matters affecting their welfare and morale.

S40-27 40100/Aircraft Division Officer

S40-28 40200/Avionics/Armament Division Officer

S40-29 40300/Line Division Officer

S40-30 None/Organizational Maintenance Branch Officer: Responsible to their division officers for all functions assigned in support of branch tasks as outlined in OPNAVINST 4790.2B in addition to those set forth in U.S. Navy Regulations.

S40-31 40110/Power Plants Branch

S40-32 40120/Airframes Branch

S40-33 40130/Aviators Equipment Branch

S40-34 40140/Phase Inspection Branch

S40-35 40150/Corrosion Control Branch

S40-36 40210/Electronics Branch

S40-37 40220/Electrical/Instruments Branch

S40-38 40230/Armament Branch

Function	<u>CODE/TITLE</u>
<u>__Name__</u>	<u>TASKS</u>

S40-39 40310/Plane Captains BranchS40-40 40320/Troubleshooters BranchS40-41 40330/Ground Support Equipment Branch5.2.6 FRAMP Training

S50-1 None/FRAMP Training Officer: The FRAMP Training Officer plans and directs the Fleet Readiness Aviation Maintenance Personnel (FRAMP) Training Program. The FRAMP Training Officer shall:

S50-2 Be responsible to the XO/CO for the quality of training administered by the FRAMP Training Department.

S50-3 Monitor the training for each rating, ensuring that a satisfactory training guide and outline is maintained and utilized.

S50-4 Ensure that FRAMP students are thoroughly indoctrinated and correctly administered.

S50-5 Maintain close liaison with the NAMTRAGRUDET.

S50-6 Maintain the quota control system for FRAMP and NAMTRAGRUDET courses. Maintain liaison with other model users.

S50-7 Be responsible for initial implementation of ATSS computer capability.

S50-8 Maintain appropriate liaison with Country Liaison Officers/Embassies for foreign student trainees.

S50-9 Should be designated as Foreign Training Officer and be a graduate of Defense Institute of Security Assistance Management, Foreign Training Officer (SAM-T) course, at Wright-Patterson AFB.

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NAVAL AVIATION SCHOOLS COMMAND

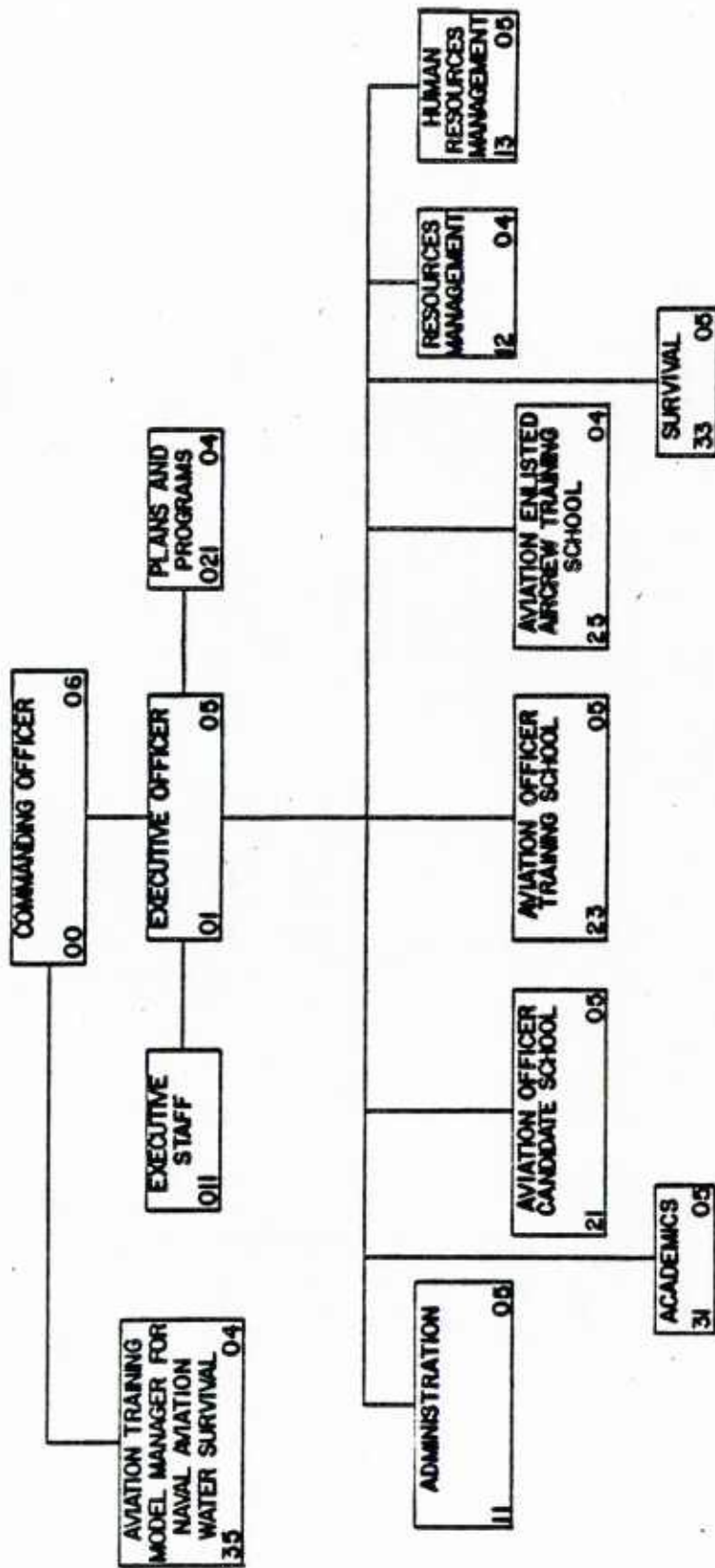


Figure 6.1

6. Naval Aviation Schools Command Functions

6.1 Mission. The mission of the command is to prepare officer candidates for commissioned status, to provide aviation officer indoctrination and ground training to aviation officers and candidates, to train naval aircrewmen candidates in survival techniques and to provide training and assistance in human resources management. The goal of Naval Aviation Schools Command is to provide the Navy's future pilots, naval flight officers and aircrewmen with a solid foundation in aviation, essential for success in the flight training program and ultimately as an active member of the fleet.

6.2 Individual Tasks

6.2.1 Command and Executive

Function	<u>CODE/TITLE</u>
<u>__Name__</u>	<u>TASKS</u>

00:Commanding Officer

C00-1 Responsible for the accomplishment of the mission of the Naval Aviation Schools Command.

C00-2 Performs duties as set forth in Navy Regulations, Chapter 8.

01:Executive Officer

C01-1 Acts as principal advisor to the Commanding Officer on all matters of command policy and exercises such executive authority with respect to the Naval Aviation Schools Command as the Commanding Officer may direct.

C01-2 Performs duties as set forth in Navy Regulations, Chapter 8.

C01-3 Directs the general operation of the command on the day-to-day operation.

C01-4 Acts as the Commanding Officer during his absence.

011:Chaplain

C01-5 Provides spiritual guidance and instruction.

C01-6 Assists and advises the Commanding Officer in morals problems.

012:Command Master Chief

C01-7 Assists the Commanding Officer in matters pertinent to the welfare, job satisfaction, morale, utilization and training of enlisted personnel. Advises the Commanding Officer in regards to the formulation or change of policy pertaining to

Function CODE/TITLE
 __Name__ TASKS

enlisted personnel.

C01-8 Ensures established policies are adequately explained, understood, and carried out by inspiring subordinates to effectively develop and utilize basic leadership principles.

C01-9 Assists in the preparation for, and participates in, ceremonies concerning enlisted members.

C01-10 Represents the Commanding Officer in matters as appropriate.

013:Legal Officer

C01-11 Provides advice to the Commanding Officer and Executive Officer on the interpretation and application of the Uniform Code of Military Justice, the Manual for Courts-Martial and other sources of military law for the maintenance of discipline and the administration of justice within the command.

021:Head, Plans and Programs

C01-12 Advises and acts for the Commanding Officer on all matters pertaining to the identification, development and coordination of training requirements and development of plans and programs to provide the required training support.

C01-13 Provides recommended program options and priorities to the Commanding Officer.

C01-14 Identifies and programs total resources required to implement approved plans and programs.

0211:Education Specialist

C01-15 Provides professional advisor/educator services to the command.

C01-16 Evaluates all courses of study taught by the command and makes recommendations for any modifications and innovations necessary to improve the training program of the command.

C01-17 Provides long-range planning and continuity functions for long-term aspects of training program.

0212:Management Information System/Scheduling

C01-18 Collects, analyzes and presents interpretations of performance data concerning personnel and facilities within the command.

C01-19 Provides authoritative management information to the Commanding Officer and recommends future direction and

Function CODE/TITLE
 __Name__ TASKS

degree of asset utilization to accomplish the commands assigned mission.

C01-20 Designs and maintains training schedules to make best use of command assets.

6.2.2 Administrative Department

11:Head, Administrative Department

C11-1 Responsible to the Commanding Officer and Executive Officer in all matters pertaining to the general administration of the command.

C11-2 Responsibilities include management analyst, officer, enlisted and civilian personnel matters, public affairs and Naval Air Training Command Choir, maintenance upkeep of spaces and grounds, review and upkeep of spaces, review of material requests, drafting and maintenance of material inventory, postal services, administration of the student control branch and the officer pool and the enlisted outgoing unit.

111:Management Analyst

C11-3 Serves as special assistant to the Commanding Officer in matters of planning, organizing and directing all phases of the military and civilian manpower programs, position management program, SHOROC/SHORESTAMPS program, facilities planning and commercial or industrial activities program.

112:Military Services Division

C11-4 Prepares student officer fitness reports, TAD orders, enlisted performance evaluations, coordinates GMT, and processes all correspondence pertaining to personnel problems including officer and enlisted personnel.

C11-5 Initiates security investigations, processes applications for special programs (LDO, CWO, etc.), updates ODCR/EDVR and enlisted status board.

C11-6 Administers the command military leave program.

C11-7 Operates word processing unit for the command.

C11-8 Functions as the PASS Liaison office.

113:Administrative Services Division

C11-9 Administers paperwork management including the form control program.

Function __Name__	CODE/TITLE TASKS
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C11-10	Processes incoming and outgoing mail and message traffic.
C11-11	Maintains centralized records and directives systems.
C11-12	Monitors and provides command printing and directives requirements.
C11-13	Maintains civilian records system. <u>114:Public Affairs Officer/Choir Director Division</u>
C11-14	Coordinates all public affairs functions for the command.
C11-15	Furnishes information to Fleet News Center for release to news media.
C11-16	Develops and administers the Naval Air Training Command Choir for the Chief of Naval Air Training.

6.2.3 Resources Management Department

12:Head, Resources Management Department

C12-1	Responsible for the proper utilization of appropriated funds and other resources to support the departments and schools assigned.
C12-2	RMS encompasses the management functions of workload, personnel, equipment and financial planning.
C12-3	Supervises the Budget and Supply operations for the command. <u>121:Budget Analyst</u>
C12-4	Performs all phases of budget formulation, presentation and execution for all budget programs. <u>122:Chief Petty Officer</u>
C12-5	Supervises the Supply Branch which includes direct supervision of the supply requisitions and issue/receiving sections.
C12-6	Assists the RMS officer in the performance of his duties.

6.2.4 Human Resources Management Department

13:Head, Human Resources Management Department

C13-1	Responsible for the administration of the Human Resources Management Support team within the Chief of Naval Air Training Command.
C13-2	Conducts Leadership and Management Education and Training

Function CODE/TITLE
 __Name__ TASKS

courses for Aviation Division Officers, Leading Petty Officers and Limited Duty Officer/Chief Warrant Officer (Standard Division Officer Course).

C13-3 Assists and Advises the Commanding Officer and Executive Officer in all matters pertaining to the Human Resources Management Support Team and Leadership and Management Education and Training Courses.

130:Administrative Support

C13-4 Responsible for the acquisition of supplies and ensuring proper accounting of expended and obligated funds.

C13-5 Assists in the accounting of budgetary funds, processing all LMET and CTT student orders, both TAD and PCS.

C13-6 Maintains quota control for all classes, assigns quotas, makes BEQ and BOQ reservations and assists other student-oriented problems.

131:HRM Support Team Division

C13-7 Responsible for coordinating and scheduling all HRM Support Team division activities.

C13-8 Advises and informs the Department Head on all matters concerning the team.

C13-9 Supervises the military and professional training of divisional personnel.

132:Leadership and Management Education and Training Division

C13-10 Responsible for planning and monitoring all course material for the division.

C13-11 Supervises the Aviation Division Officer Course, LDO/CWO course and the LPO/LCPO course instructors.

C13-12 Schedules classes, and reviews curriculum, loading plans and regulations to ensure high standards of subjects taught.

6.2.4 Aviation Officer Candidate School

21:Director, Aviation Officer Candidate School

C21-1 Directs a sixteen-week curriculum designed to qualify officer candidates. Responsible for development and monitoring of program curriculum requirements to meet this end.

Function	CODE/TITLE
__Name__	TASKS
C21-2	Responsible for identifying curriculum requirements for the Aviation Officer Candidate School.
C21-3	Monitors curriculum to ensure that these requirements have been met.
C21-4	Provides training in areas unique to AOCs.
	<u>211:Chief Drill Instructor</u>
C21-5	Coordinates regimental activities as required, acts as senior NCO in matters relative to U.S. Marine Corps policies, regulations and procedures.
C21-6	Monitors training conducted within the department, noting any deviations from standard procedures and policies.
C21-7	Coordinates with the Director, AOCs, class officers, Battallion NCOICs and Drill Instructors as appropriate.
C21-8	Acts as senior NCO in AOCs relative to departmental matters.
	<u>212:AOC Club Manager</u>
C21-9	Manages the AOC Club, coordinates catering for class parties, pre-commissioned receptions, regimental smokers and field meets.
	<u>213:Material Division</u>
C21-10	Responsible for the acquisition of supplies, maintaining stock levels on supplies and equipment.
C21-11	Maintains requisition OPTAR log, budget, records and files.
	<u>214:AOCs Outfitting (In/Out Processing)</u>
C21-12	Processes aviation officer candidates into the Aviation Officers School; issues proper uniforms; processes ATTRITE's out and maintains accountability of ATTRITE candidates uniforms turned in.
C21-13	Manufactures and maintains accountability of ID tags and name tags; receipt of required proof of dependency status for issuance of wives ID cards; strict accountability, safe guarding and issuing ID cards in accordance with Navy instructions.
C21-14	Ensures required stock level of required items are on hand and cost is budgeted.

Function CODE/TITLE
 __Name__ TASKS

215:Performing Units

C21-15 Develops and administers the Aviation Officer Candidate Band/Flag Pageant for the Naval Aviation Schools Command.

216:Battalion I Officer-in-Charge & Battalion II Officer-in-Charge

C21-16 Supervises the functions of the battalion; ensuring command, school and departmental plans and policies are consistently observed.

C21-17 Ensures assigned buildings, grounds and facilities are properly maintained.

C21-18 Coordinates with the Battalion NCOIC and the Chief Drill Instructor in ensuring assigned drill instructors conduct training in accordance with standard training regulations and policies.

6.2.5 Aviation Officer Training School

23:Director, Aviation Officer Training School

C23-1 Directs and manages officer training and indoctrination programs consisting of Aviation Orientation, Aviation Preflight Indoctrination, Flight Instructor Training and Officer Indoctrination.

C23-2 Responsible for identifying curriculum requirements for the Aviation Officer Training School. Monitors curriculum to ensure that these requirements have been met.

C23-3 Provides training in areas unique to the AOTS.

231:Aviation, Preflight Indoctrination

C23-4 Manages and administers Aviation Preflight Indoctrination (API) courses ensuring minimum competencies established by higher authority are met.

C23-5 Functions as principal student administrative authority for all students assigned to API courses.

232:Aviation Officer Indoctrination

C23-6 Directs and manages specialized curriculum for indoctrinating newly commissioned Limited Duty Officers, Chief Warrant Officers, Student Naval Flight Surgeons, Aviation Physiologists and officers commissioned directly from civilian life.

Function CODE/TITLE
 __Name__ TASKS

233:Foreign_Military_Training

C23-7 Assists foreign military personnel in areas which affect student progress and military social functions.

2321:Midshipman_Indoctrination

C23-8 Provides for planning and coordination of specially designated programs for aviation training and indoctrination of Naval Academy and NROTC Midshipmen.

234:Flight_Instructor_Training

C23-9 Provides formalized instruction and develops instructor skills necessary for naval training command flight instructors.

6.2.6 Aviation_Enlisted_Aircrew_Training_School

25:Director,_Aviation_Enlisted_Aircrew_Training_School

C25-1 Responsible for the administration of the Aviation Enlisted Aircrew Training School. Provides training in those subjects required to produce a basic naval aircrewman.

C25-2 Responsible for the conduct, discipline, training and general performance of all personnel assigned.

C25-3 Responsible for identifying curriculum requirements for the Enlisted Aircrew Training School. Monitors curriculum to ensure that these requirements have been met.

C25-4 Provides training in areas unique to the AEATS.

251:Assistant_Director,_Aviation_Enlisted_Aircrew_Training_School

C25-5 Assists the Director, Aviation Enlisted Aircrew Training School in the performance of his duties and assumes his duty during his absence.

252:Staff_Chief_Petty_Officer

C25-6 Assists the Director in the administrative functions of the Aviation Enlisted Aircrew Training Schools, and with the supervision of the class petty officers (instructors) and the counseling of students.

C25-7 Assists the Director in an active advisory role in all matters pertinent to the welfare, morale, utilization and training of enlisted students.

Function CODE/TITLE
 __Name__ TASKS

253:Training_Division

C25-8 Plans, directs and administers the training functions of the
 aircrew training school.

254:Administrative_Division

C25-9 Supervises indoctrination of new personnel.

C25-10 Conducts initial interview, makes original job assignment
 and acquaints newly assigned student personnel with school
 policies and procedures.

C25-11 Counsels subordinates on manner of performance and progress
 in career development, suggesting areas for further growth
 and improvement.

C25-12 Delegates authority when feasible to enhance subordinates'
 military and professional expansion.

6.2.7 Academics_Department

31:Head,_Academics_Department

C31-1 Directs the development, operation and administration of
 academic programs to meet the learning and testing goals of
 the students in the Aviation Officer Candidate Schools,
 Aviation Officer Training Schools and the Naval Aviation
 Enlisted Aircrew Training Schools.

C31-2 Responsible to develop and administer the curriculum
 requirements in response to requirements placed on them by
 the school/program directors.

311:Aviation_and_Instructor_Training_Division

C31-3 Provides Navy, Coast Guard, Marine, allied and other foreign
 aviator students with basic knowledge, awareness and
 elementary skills of naval aviators.

C31-4 Imparts the necessary foundation in general aerodynamics,
 aircraft engineering, and air navigation as directed by
 higher authority.

312:Education_Support_Division

C31-5 Provides support to the Aviation and Instructor Training and
 Officer Development and Indoctrination Divisions.

C31-6 Responsible for planning, control, supervision and
 evaluation of all materials, facilities and personnel
 relative to the mission of the Department.

Function CODE/TITLE
 __Name__ TASKS

313:Officer Accession Division

- C31-7 Provides Aviation Officer Candidates, Limited Duty Officer, Warrant Officers, student naval flight surgeons, aviation physiologists and officers commissioned directly from civilian life with basic and academic training required for initial professional development.
- C31-8 Training is provided in the areas of Seapower, Officer Development, Seamanship and Officer Indoctrination Schools.

6.2.8 Aviation Survival Department

33:Head, Aviation Survival Department

- C33-1 Responsible for preparing student naval aviators with the basic knowledge and skills required to survive in the short period immediately following an accident/mishap which places them in a survival situation.
- C33-2 Provides refresher training for designated aviation personnel as directed by higher authority.
- C33-3 Supervises the Physical Fitness, Swim, DWEST, Land Survival and Academics divisions of survival.
- C33-4 Responsible to develop and administer the curriculum requirements in response to requirements placed on them by the school/program directors.

33B:Training Specialist

- C33-5 Serves as technical advisor to the head of survival training on all matters pertaining to the Naval Aviation Water Survival Training Program.
- C33-6 Provides technical assistance in the development and production of training aids.
- C33-7 Serves as command diving officer.

331:Assistant Head, Survival Department

- C33-8 Acts as principal assistant to the Head, Survival Department on all matters concerning the department as required.
- C33-9 Assists in directing and supervising the operation of the department.

Function CODE/TITLE__Name__ TASKS332:Aviation Physiologist

C33-10 Provides instruction in areas of aeromedical problems, protective clothing and equipment, and simulated high altitude and night vision problems.

331A:Administrative Supervisor

C33-11 Provides administrative supervision and technical support for survival training schools divisions.

333:Physical Fitness Division

C33-12 Provides physical fitness instruction utilizing demonstration and practical application to ensure that basic physical fitness requirements as established by the Chief of Naval Air Training are attained by all prospective student naval aviators and naval flight officers.

334:Swim Division

C33-13 Provides instruction in basic swimming strokes, drownproofing and other requirements for successfully achieving a rating of first class swimmer.

C33-14 Provides training in the use of life rafts, life jackets, parachute entanglement extrication and underwater egress by means of demonstration and practical application.

335:DWEST Division

C33-15 Provides basic and refresher training in procedures and techniques for survival and rescue in deep-water environment.

C33-16 Training includes instruction and practical application in the use of aviation survival and safety equipment, flotation equipment, egress from parachute harness, deep-water swimming, and environmental survival training in the open seas.

C33-17 Provides basic parasail training which includes parachute equipment familiarization, instruction and application of necessary skill/techniques for maneuvering and landing to avoid obstacles; parachuting emergency and safety procedures; and two free parachute descents utilizing the ascending trainer.

336:Land Survival Division

C33-18 Provides basic knowledge and skill through instruction and practical application in campsite selection, shelter construction, food and water procurement, land travel and

Function __Name__	<u>CODE/TITLE</u> <u>TASKS</u>
	navigation.
C33-19	Provides survival group leadership training to aid aircrewmembers in overcoming the stresses of survival situations.
	<u>337:Academics_Division</u>
C33-20	Provides basic and refresher classroom training on survival equipment and procedures utilized by aircrew in post ejection/bailout situations.
C33-21	Provides CPR and First Aid instruction as applied in a survival situation.
	<u>35:Aviation_Training_Model_Manager_for_Aviation_Water_Survival</u>
C33-22	Directs and supervises the Aviation Training Model Manager Team.
C33-23	Provides a standardized curriculum for the NAWSTP and all NAWSTP sites.
C33-24	Reviews all training within the NAWSTP through evolution/liaison trips to each site.
C33-25	Provides a central point of expertise for the NAWSTP.
C33-26	Develops and maintains a NAWSTP instructors manual based upon and approved curriculum.
C33-27	Provides representation to the QA&R Program.
C33-28	Jointly with the APTP Model Manager, develops and updates a Survival NATOPS Publication.

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